



IF YOU WISH TO ADDRESS THE CITY COUNCIL,
PLEASE COMPLETE FORM LOCATED ON DESK AT ENTRANCE AND PASS TO MAYOR.

AGENDA – CITY COUNCIL MEETING

July 17, 2012
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
 - A. Presentation of a donation to the City of Jackson from Mr. and Mrs. Patel, Super Eight Hotel, for the Ella Sharp Park Pool.
 - B. Report by George Brown, III, Chairman of the Human Relations Commission, giving the HRC's formal recommendations for renaming a City street or structure for Dr. Martin Luther King, Jr.
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of June 26, 2012.
 - B. Approval of the minutes of the special City Council meeting of July 5, 2012.
 - C. Approval of the request from Save Our Youth to conduct their annual Save Our Youth Community Empowerment March on City sidewalks and Blair Park on Saturday, August 4, 2012, from 10:00 a.m. to 2:00 p.m. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
 - D. Approval of the request from HIV/AIDS Resource Center (HARC) to conduct their annual AIDS Walk at the Riverwalk Amphitheater and City streets on Saturday, September 29, 2012, from 9:00 a.m. to 2:00 p.m. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
 - E. Approval of Traffic Control Order Nos. (TCOs) 2121 and 2122 to address parking issues in the 600 and 700 blocks of Griswold Street.
 - F. Approval of Traffic Control Order No. (TCO) 2123 to address parking issues in the 200 block of N. Wisner Street.
 - G. Receipt of the CDBG and HOME Financial Summaries through June 30, 2012.
8. **Committee Reports.**
9. **Appointments.**
 - A. Approval of the Mayor's recommendation to reappoint Sheila A. Patterson to the Civil Service Commission for a three-year term, beginning September 1, 2012, and ending August 31, 2015.

10. **Public Hearings.**
 - A. Public hearing to consider a request for a district change (rezoning) of properties located at 1512 W. Washington Avenue, 115 S. Brown St., 117 S. Brown Street, and S. Brown St. (ID#3-068200000) from R-1 (One-family residential) to R-6 (Residential and low-intensity office district).
 1. Consideration of an ordinance amending Chapter 28, Section 28-32, City Code, rezoning properties located at 1512 W. Washington Avenue, 115 S. Brown St., 117 S. Brown Street, and S. Brown St. (ID#3-068200000) from R-1 to R-6. (City Planning Commission recommends the request be denied.)
11. **Resolutions.**
 - A. Consideration of a resolution amending the FY 2011-12 Budget increasing the Human Relations Commission budget \$10,000.00 for additional revenues and the associated Challenge Day expenditures.
 - B. Consideration of a resolution amending the Community Development Block Grant (CDBG) budget for fiscal years 2005-2006 (Year 31), 2008-2009 (Year 34), 2009-2010 (Year 35), 2010-2011 (Year 36), 2011-2012 (Year 37), and 2012-2013 (Year 38) to reallocate various unspent funds to the residential demolition activity to be utilized for demolition of CDBG-eligible properties.
12. **Ordinances.**
 - A. Final adoption of Ordinance No. 481 establishing compensation rates for Administrative and Supervisory Employees of the City of Jackson.
 - B. Final adoption of Ordinance No. 482 establishing compensation rates for certain non-union employees of the City of Jackson.
 - C. Final adoption of Ordinance No. 483, which repeals Ordinance No. 458 regarding health care benefits for certain employees of the City of Jackson.
 - D. Final adoption of Ordinance No. 484 establishing compensation rates for certain appointed officials, the City Assessor, of the City of Jackson.
 - E. Final adoption of Ordinance No. 2012.16, amending Chapter 28, City Code, by repealing those sections pertaining to planned unit residential development districts; transferring sections from Article IV to Article III; reorganizing the remaining sections which currently comprise Article IV into two new Articles, and renumbering the subsequent Articles in the Ordinance. (City Planning Commission and Staff recommend approval.)
 - F. Final adoption of Ordinance No. 2012.17 amending Chapter 28, City Code, to revise Section 28-100, which regulates off-street parking and loading, and to add access management standards to the section. (City Planning Commission and Staff recommend approval.)
 - G. Final adoption of Ordinance No. 2012.18 revising Chapter 27, Sections 27-184 through 27-189 of the Storm Water Utility, City Code, allowing for 100 percent credits and not exempting the City streets from consideration as well as some other minor grammar changes.
13. **Other Business.**
14. **New Business.**
 - A. Consideration of the request to approve the bid award to Bailey Excavating for a total cost of \$375,637.45, for Forest and Homewild Community Development Block Grant (CDBG) Street Reconstruction Contract, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent and the City Engineer.
 - B. Consideration of the request to purchase four (4) 2013 Chevrolet Equinox from Shaheen Chevrolet, Lansing, through the State of Michigan MiDEAL contract in the total amount of \$75,500.00, including the title fee, for use by the Building Inspection Department and Housing Code Enforcement.

C. Consideration of the request to approve the purchase of a Toro Sand Pro, Toro Groundsmaster, and Toro Blower from Spartan Distributors, Sparta, in the total amount of \$38,267.17, through the State of Michigan Contract.

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

***17. Executive Session Regarding Personnel Matters.**

***18. Return to Open Session.**

19. **Adjournment.**

***Items added to the agenda.**

JACKSON CITY COUNCIL MEETING

MINUTES

JUNE 26, 2012

CALL TO ORDER.

The Jackson City Council met in regular and special session in City Hall and was called to order at 6:00 p.m. by Mayor Martin J. Griffin.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. The invocation was given by Councilmember Jaquish.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Carl L. Breeding, Kimberly Jaquish, Daniel P. Greer, Laura Dwyer Schlecte, Andrew R. Frounfelker and Derek J. Dobies—7. Absent: 0.

Also present: Deputy City Manager Patrick Burtch, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Police Chief Matt Heins, City Assessor David Taylor, City Engineer Jon Dowling and Deputy Fire Chief Dave Wooden.

AGENDA.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to add the following item to the agenda, which will be under New Business, Item 16. L. **Recommendation from the Finance/Tax Policy Committee to allow staff to apply for a FEMA Fire Grant, with a 10 percent match for equipment.** The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to postpone consideration of Item K under New Business until the next meeting when the City Manager is back. (*Consideration of the recommendation of the City Affairs/Rules and Personnel Committee to give the appointed officials (City Manager) the same two (2) percent raise that non-union employees will receive.*) The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Greer, Schlecte and Dobies—4. Nays: Mayor Griffin and Councilmembers Jaquish and Frounfelker—3. Absent: 0.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the agenda, as amended. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlechte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION AND COLLECTIVE BARGAINING.

Motion was made by Councilmember Jaquish and seconded by Councilmember Dobies to go into closed executive session. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlechte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to return to open session. The motion was adopted by unanimous voice vote.

CITIZEN COMMENTS.

Paul Buss and Elizabeth Koepsge thanked the City's Police, Fire and Engineering Departments and the Jackson community for supporting the Rose Parade and Party in the Park.

Janice Sweet Fairley discussed the HRC and the importance of naming a street or structure in honor of Dr. Martin Luther King, Jr.

County Commissioner Jon Williams invited the Council to an ice cream scooping contest at the County Fair. Since the City won the challenge last year, the County would like a rematch.

Tom Loveberry, IAFF No. 1306 President, thanked City Manager Larry Shaffer for laying the groundwork and Deputy City Manager Patrick Burtch and his team for finalizing the agreement. He stated it is a win/win agreement and encouraged the Council to ratify it tonight.

PRESENTATIONS/PROCLAMATIONS.

A. GEORGE BROWN, HUMAN RELATIONS COMMISSION CHAIRMAN, WILL GIVE A STATUS UPDATE ON THE HUMAN RELATIONS COMMISSION.

Mr. Brown gave a status report on the Human Relations Commission activities and distributed the HRC's recommendations to honor Dr. Martin Luther King, Jr.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to refer the recommendations to the City Affairs/Rules and Personnel Committee. The motion was adopted by unanimous voice vote.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to receive the status report. The motion was adopted by unanimous voice vote.

CONSENT CALENDAR.

Councilmember Breeding requested Item D be pulled for separate consideration. Councilmember Schlechte requested Item E be pulled for separate consideration. Councilmember Jaquish requested Item B be pulled for separate consideration. Motion was made by Councilmember Frounfelker and seconded by

Councilmember Greer to approve the following Consent Calendar, with Items B, D and E removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlechte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of June 12, 2012.
- B. *Removed for separate consideration.*
- C. Approval of the request from Cascades, Inc., to conduct their annual Cascades Civil War Muster at Sparks Park on Saturday and Sunday, August 25 and 26, 2012. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
- D. *Removed for separate consideration.*
- E. *Removed for separate consideration.*
- F. Receipt of the City of Jackson's summary of revenue and expenditures for eleven (11) months ended, May 31, 2012.
- G. Receipt of the CDBG and HOME Financial Summaries through May 31, 2012.
- H. Receipt of Summons and Complaint filed in Jackson County Circuit Court by Robert D. Moore vs. City of Jackson, and referral to the City Attorney's office for handling.

CONSENT CALENDAR ITEM B.

Approval of the request from the Hot Air Jubilee to conduct their annual event at Ella Sharp Park from 5:00 a.m., July 20th - 11:00 p.m., July 22nd. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)

Motion was made by Councilmember Breeding and seconded by Councilmember Jaquish to postpone consideration of the request until the next Council meeting. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish and Schlechte—4. Nays: Councilmembers Greer, Frounfelker and Dobies—3. Absent: 0.

CONSENT CALENDAR ITEM D.

Approval of the request to waive the time constraints to receive assistance per the Rehabilitation Handbook for the Emergency Hazard project located at 439 Adams.

Motion was made by Councilmember Greer and seconded by Councilmember Schlechte to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlechte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

CONSENT CALENDAR ITEM E.

Approval of Traffic Control Orders (TCOs) 2111 through 2120 to enable traffic calming measures in the Allegiance Health Campus area, as authorized by City Council on June 12, 2012.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the Traffic Control Orders. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Frounfelker and Dobies—6. Nays: Councilmember Schlecte—1. Absent: 0.

COMMITTEE REPORTS.

A. RECEIPT OF THE CITY AFFAIRS/RULES & PERSONNEL COMMITTEE REPORT #5.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to receive the report. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

A. PUBLIC HEARING ON THE APPLICATION FILED BY HCL AMERICA, INC. FOR A PERSONAL PROPERTY TAX EXEMPTION UNDER P.A. 328, AS AMENDED.

Mayor Griffin opened the public hearing. No one spoke; the Mayor closed the public hearing.

1. RESOLUTION GRANTING THE EXEMPTION.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to concur with the recommendation of the Finance/Tax Policy Committee and adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

B. PUBLIC HEARING TO RECEIVE COMMENT ON THE PROPOSED AMENDMENTS TO CHAPTER 28 (ZONING), CITY CODE, WHICH WOULD REORGANIZE ARTICLE IV AND SUBSEQUENT SECTIONS.

Mayor Griffin opened the public hearing. No one spoke; the Mayor closed the public hearing.

1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, CITY CODE, BY REPEALING THOSE SECTIONS PERTAINING TO PLANNED UNIT RESIDENTIAL DEVELOPMENT DISTRICTS; TRANSFERRING SECTIONS FROM ARTICLE IV TO ARTICLE III; REORGANIZING THE REMAINING SECTIONS WHICH CURRENTLY COMPRISE ARTICLE IV INTO TWO NEW ARTICLES, AND RENUMBERING THE SUBSEQUENT ARTICLES IN THE ORDINANCE. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

2. CONSIDERATION OF REMOVING THE ZONING ORDINANCE FROM MUNICODE AND THAT THE CITY PUBLISH AND MAINTAIN THE ORDINANCE INDEPENDENTLY AND TO RETAIN THE ORDINANCE AS CHAPTER 28 OF THE CITY CODE OF ORDINANCES. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to remove the Zoning Ordinance from Municode and that the City publish and maintain the Ordinance independently. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

C. PUBLIC HEARING TO RECEIVE COMMENT ON THE PROPOSED AMENDMENTS TO CHAPTER 28 (ZONING), CITY CODE, WHICH WOULD REVISE SECTION 28-100 – OFF-STREET PARKING, LOADING, AND ACCESS DESIGN STANDARDS, AND SECTION 28-5 – DEFINITIONS.

Mayor Griffin opened the public hearing. No one spoke; the Mayor closed the public hearing.

1. CONSIDERATION OF AN ORDINANCE REVISING SECTION 28-100 – OFF-STREET PARKING, LOADING, AND ACCESS DESIGN STANDARDS, AND SEC. 28-5 – DEFINITIONS, TO DEFINE CERTAIN TERMS TO ACCOMMODATE THE NEW PROVISIONS. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION RECOGNIZING THE ENTERPRISE GROUP COMMUNITY VENTURES CORP., AS A NONPROFIT ORGANIZATION OPERATING IN THE COMMUNITY.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF A RESOLUTION ORDERING SIDEWALK REPLACEMENT AT FOUR CITY LOCATIONS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE DEPUTY CITY MANAGER.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

C. CONSIDERATION OF A RESOLUTION REQUESTING TO ENTER INTO A CONTRACT WITH MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) FOR STREET CONSTRUCTION ON HIGH STREET FROM COOPER STREET TO LOSEY AVENUE, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

D. CONSIDERATION OF A RESOLUTION OF NOTIFICATION TO JACKSON COUNTY TO RELEASE THE CITY OF JACKSON'S RIGHT OF FIRST REFUSAL UNDER PA 123 OF 1999.

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

E. CONSIDERATION OF A RESOLUTION AMENDING THE FISCAL YEAR 2011-12 BUDGET INCREASING THE GENERAL FUND CITY ASSESSOR BUDGET \$17,480.00 FOR PERSONAL SERVICES.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

F. CONSIDERATION OF A RESOLUTION AMENDING THE FOLLOWING FUNDS IN THE FISCAL YEAR 2011-12 BUDGET:

- 1. INCREASE THE GENERAL FUND PROPERTY TAX MAINTENANCE BUDGET \$4,000.00 FOR MOWING TAX REVERTED LOTS.**
- 2. INCREASE THE GENERAL FUND LIGHTING BUDGET \$5,000.00 FOR UTILITY CHARGES FROM CONSUMERS ENERGY.**
- 3. INCREASE THE GENERAL FUND WEED CONTROL BUDGET \$10,000.00 FOR PRIVATE LOT MOWING COMPLETED BY CONTRACTOR.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote.

Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

ORDINANCES.

A. CONSIDERATION OF AN ORDINANCE ESTABLISHING COMPENSATION RATES FOR ADMINISTRATIVE AND SUPERVISORY EMPLOYEES OF THE CITY OF JACKSON.

Motion was made by Councilmember Jaquish and seconded by Councilmember Greer to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

B. CONSIDERATION OF AN ORDINANCE ESTABLISHING COMPENSATION RATES FOR CERTAIN NON-UNION EMPLOYEES OF THE CITY OF JACKSON.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

C. CONSIDERATION OF AN ORDINANCE TO REPEAL ORDINANCE NO. 458 REGARDING HEALTHCARE BENEFITS FOR CERTAIN EMPLOYEES OF THE CITY OF JACKSON.

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

D. CONSIDERATION OF AN ORDINANCE REVISING CHAPTER 27, SECTIONS 27-184 THROUGH 27-189 OF THE STORM WATER UTILITY, CITY CODE, ALLOWING FOR 100 PERCENT CREDITS AND NOT EXEMPTING THE CITY STREETS FROM CONSIDERATION AS WELL AS SOME OTHER MINOR GRAMMAR CHANGES.

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

E. FINAL ADOPTION OF ORDINANCE NO. 2012.15, DECLARING AN ADDITIONAL TEMPORARY MORATORIUM ON THE ESTABLISHMENT OF OPERATIONS, AND THE ISSUANCE OF PERMITS OR LICENSES FOR OPERATIONS THAT RELATE TO EITHER THE CULTIVATION, DISPENSING, OR USE OF MEDICAL MARIHUANA IN THE CITY OF JACKSON.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt Ordinance No. 2012.15. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

OTHER BUSINESS.

A. CONSIDERATION OF THE RECOMMENDATION FROM THE FINANCE/TAX POLICY COMMITTEE REGARDING THE NEW ORGANIZATIONAL CHART FOR THE CITY OF JACKSON.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the organizational chart (prepared by Philip Hones) as presented for staff to begin making these changes. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

NEW BUSINESS.

A. CONSIDERATION OF THE REQUEST TO APPROVE THE BID AWARD TO JULE SWARTZ & SONS EXCAVATING, JACKSON, FOR A TOTAL COST OF \$366,659.43, FOR THE HIBBARD STREET REPAVING, STORM SEWER AND WATER MAIN REPLACEMENT CONTRACT, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT AND THE CITY ENGINEER.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF THE PAYMENT OF TWO INVOICES FROM THE JACKSON COUNTY DRAIN COMMISSIONER FOR JACKSON URBANIZED AREA PHASE II IMPLEMENTATION ASSISTANCE, IN THE AMOUNT OF \$28,294.83, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the payment. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

C. CONSIDERATION OF A REQUEST TO WAIVE A MINOR IRREGULARITY IN THE BID AND AWARD THE ANNUAL CONTRACT TO BOARD UP VACANT STRUCTURES TO THE LOW BIDDER, THE GRAB-BAR PRO, LLC, FOR A PERIOD OF ONE YEAR.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Schlecte to approve the request. The motion was adopted by the following vote. Yeas: Mayor

Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7.
Nays: 0. Absent: 0.

- D. CONSIDERATION OF A LETTER OF TENTATIVE AGREEMENT REGARDING SPECIFIC COLLECTIVE BARGAINING ISSUES FOR THE INTERNATIONAL AREA FIRE FIGHTERS (IAFF) NO. 1306, WHICH INCLUDES THE SAFER GRANT, ADMINISTERED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), THROUGH THE DEPARTMENT OF HOMELAND SECURITY (DHS), IN THE AMOUNT OF \$1,875,156.00 AS APPROVED BY DHS. (POSTPONED AT THE JUNE 12, 2012, CITY COUNCIL MEETING.)**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to approve the tentative agreement reached between the City of Jackson and the IAFF Local No. 1306, effective July 1, 2012, through June 30, 2016, contingent upon the union ratifying the new collective bargaining agreement. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- E. CONSIDERATION OF THE FOLLOWING REQUESTS FROM THE CITY MANAGER'S OFFICE TO AMEND THE PERSONNEL POLICY AND FISCAL YEAR 2012-13 BUDGET:**

- 1. AMEND THE PERSONNEL POLICY SECTION VI-2A. BY ADDING CLASS TITLE CITY OMBUDSMAN, CLASS GRADE 11.**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to amend the Personnel Policy by adding the Class Title City Ombudsman, Class Grade 11.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to refer the matter to the City Affairs/Rules & Personnel Committee. The motion was then withdrawn.

The main motion was then voted on and adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer and Schlecte—4. Nays: Councilmembers Breeding, Frounfelker and Dobies—3. Absent: 0.

- 2. APPROVAL OF THE RECLASSIFICATION OF FRANK WEATHERS FROM THE TITLE OF COMMUNITY RELATIONS LIAISON TO CITY OMBUDSMAN EFFECTIVE JULY 1, 2012.**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the reclassification of Frank Weathers. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

- 3. RESOLUTION AMENDING FISCAL YEAR 2012-13 BUDGET PROVIDING FUNDS IN THE CITY MANAGER'S ACTIVITY BUDGET FOR THE PART-TIME POSITION OF OMBUDSMAN.**

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

- F. CONSIDERATION OF THE RECOMMENDATION FROM THE CITY AFFAIRS/RULES AND PERSONNEL COMMITTEE TO RECEIVE THE COMPOSITE EVALUATIONS OF THE APPOINTED OFFICIALS AND DIRECT THAT THEY BE PLACED IN THE AFFECTED OFFICIAL'S PERSONNEL FILE AND THAT INDIVIDUAL EVALUATIONS FOR EACH OFFICIAL BE SECURED IN THE OFFICE OF THE CITY CLERK.**

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- G. CONSIDERATION OF THE RECOMMENDATION OF THE CITY AFFAIRS/RULES AND PERSONNEL COMMITTEE TO GIVE APPOINTED OFFICIALS THE SAME TWO (2) PERCENT RAISE THAT NON-UNION EMPLOYEES WILL RECEIVE.**

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

- H. CONSIDERATION OF AN ORDINANCE ESTABLISHING COMPENSATION RATES FOR CERTAIN APPOINTED OFFICIALS (ASSESSOR) OF THE CITY OF JACKSON.**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- I. CONSIDERATION OF THE RECOMMENDATION OF THE CITY AFFAIRS/RULES AND PERSONNEL COMMITTEE TO APPROVE THE EXTENSION OF CONTRACTS AS FOLLOWS: CITY ASSESSOR TO SEPTEMBER 15, 2014, CITY ATTORNEY TO AUGUST 30, 2014, AND CITY CLERK TO JUNE 28, 2013.**

Motion was made by Councilmember Schlecte and seconded by Councilmember Dobies to divide the question. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the contract with City Assessor David Taylor, effective July 1, 2012, and ending June 30, 2014, and place him at a Step 10. (This was not the recommendation of the City Affairs/Rules & Personnel Committee.) Motion was adopted by the following vote. Yeas: Mayor Griffin and

Councilmembers Jaquish, Greer, Schlecte and Dobies—5. Nays: Councilmembers Breeding and Frounfelker—2. Absent: 0.

Motion was made by Councilmember Greer and seconded by Mayor Griffin to approve the contract with City Clerk Lynn Fessel, effective July 1, 2012, and ending June 30, 2013, and place her at a Class Grade 18, Step 10. (This was not the recommendation of the City Affairs/Rules & Personnel Committee.) The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer and Schlecte—4. Nays: Councilmembers Breeding, Frounfelker and Dobies—3. Absent: 0.

Motion was made by Councilmember Schlecte to refer the contract for the City Attorney to outside counsel for review and opinion. The motion died for lack of a second.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to extend City Attorney Julius Giglio's contract to August 30, 2014. (This was the recommendation of the City Affairs/Rules & Personnel Committee.)

Motion was made by Councilmember Greer and seconded by Mayor Griffin to amend the motion by changing the severance portion to nine (9) months severance. The motion FAILED adoption by the following vote. Yeas: Mayor Griffin and Councilmember Greer—2. Nays: Councilmembers Breeding, Jaquish, Schlecte, Frounfelker and Dobies—5. Absent: 0.

The main motion was then voted on and FAILED adoption by the following vote. Yeas: Councilmembers Breeding and Greer—2. Nays: Mayor Griffin and Councilmembers Jaquish, Schlecte, Frounfelker and Dobies—5. Absent: 0.

J. CONSIDERATION OF THE REQUEST FROM THE CITY CLERK TO APPROVE THE ADDENDUM TO HER EMPLOYMENT AGREEMENT.

No action taken; see item above.

K. CONSIDERATION OF THE RECOMMENDATION OF THE CITY AFFAIRS/RULES AND PERSONNEL COMMITTEE TO GIVE THE APPOINTED OFFICIALS (CITY MANAGER) THE SAME TWO (2) PERCENT RAISE THAT NON-UNION EMPLOYEES WILL RECEIVE.

This item was postponed when the agenda was adopted.

L. RECOMMENDATION FROM THE FINANCE/TAX POLICY COMMITTEE TO ALLOW STAFF TO APPLY FOR A FEMA FIRE GRANT, WITH A 10 PERCENT MATCH FOR EQUIPMENT.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Jaquish to approve the recommendation from the Finance/Tax Policy Committee to apply for the FEMA Fire Grant, with a 10 percent match for equipment. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Breeding stated that he is resigning from the City Affairs/Rules & Personnel Committee, effective 8:44 p.m.

Councilmember Frounfelker announced he will hold a neighborhood meeting, open to everyone, on Tuesday, July 10 at 7:00 p.m. in the Council Chambers. He will give an update on what is happening in the City and field questions and concerns from residents. He would like to know how many people/cases/complaints the HRC handles and how many people are expected to be assisted by the Ombudsman.

Councilmember Dobies thanked the Mayor, Deputy City Manager and City Engineer for all of their work on the potential public improvement project on Beverly Park Place.

Councilmember Schlecte asked for an update on the enforcement of the graffiti ordinance. The Police Chief explained they are recording and tracking the graffiti and they are in the process of putting procedures in place with the Community Development Department. She also asked who cleans the parking lots and alleys in the downtown area. She announced that the Jackson Area Association of Realtors is conducting an Expo at the Martin Luther King Center and this might be a great opportunity for the HRC and City to get involved with. She asked the City Engineer to let Councilmembers and the community know when the environmental webinars are held.

Councilmember Greer expressed his gratitude to everyone involved in the City/Fire negotiations. He is very happy that the City can accept the SAFER grant and that there is a tentative agreement for the next four years.

MANAGER'S COMMENTS.

None.

ADJOURNMENT.

No further business being presented, the Mayor adjourned the meeting at 8:48 p.m.

Lynn Fessel
City Clerk

JACKSON CITY COUNCIL SPECIAL MEETING

MINUTES

JULY 5, 2012

CALL TO ORDER.

The Jackson City Council met in special session in City Hall and was called to order at 12:00 Noon by Mayor Martin J. Griffin.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Kimberly Jaquish, Daniel P. Greer and Andrew R. Frounfelker—4. Absent with excuse: Councilmember Carl L. Breeding—1.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the agenda. The motion was adopted by unanimous voice vote.

CITIZEN COMMENTS.

None.

**Councilmembers Laura Dwyer Schlecte and Derek J. Dobies arrived at 12:01 p.m.

CONSIDERATION OF THE REQUEST FROM THE HOT AIR JUBILEE TO CONDUCT THEIR ANNUAL EVENT AT ELLA SHARP PARK FROM 5:00 A.M., JULY 20TH – 11:00 P.M., JULY 22. (RECOMMENDED APPROVAL HAS BEEN RECEIVED FROM THE POLICE, FIRE, ENGINEERING, PUBLIC WORKS, AND RECREATION DEPARTMENTS, AND THE DOWNTOWN DEVELOPMENT AUTHORITY. GENERAL LIABILITY INSURANCE HAS BEEN RECEIVED. CONTINGENT UPON RECEIPT OF AMUSEMENT COVERAGE.)

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to approve the request. The motion was adopted by the following roll call vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Breeding—1.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adjourn. The motion was adopted by unanimous voice vote and the meeting adjourned at 12:02 p.m.

Lynn Fessel
City Clerk



Jackson Downtown Development Authority

July 17, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: **Save our Youth Community Empowerment March**

MOTION Approval of the request from Save our Youth to conduct their annual Save our Youth Community Empowerment March on City sidewalks and Blair Park on Saturday, August 4th, 2012 from 10:00 a.m. to 2:00 p.m. Insurance approval has been granted by the City Attorney.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		\$20
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$20

Conditions and Considerations:

- Any markings on pavement/sidewalk will need to be done in temporary marker, ie chalk

Insurance Status: Approved

att: Special Event Application: **Save our Youth Community Empowerment March**
Route Map

JG/jt



CITY OF JACKSON
SPECIAL EVENT APPLICATION

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 7/10/12 Time: 8:55 am By: JDA

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: SAVE OUR YOUTH

Organization Address: 110 LINCOLN CT. JACKSON, MI 49203

Organization Agent: THOMAS K. BURKE Title: Founder

Phone: Work Retired Home 517-240-6134 During event 517-240-6134

Agent's Address: 110 LINCOLN CT. JACKSON, MI 49203

Agent's E-Mail Address: STONEY616@hotmail.com

Event Name: SAVE OUR YOUTH COMMUNITY EMPOWERMENT MARCH

Please give a brief description of the proposed special event: THIS EVENT IS TO RAISE AWARENESS ON THE FOLLOWING ISSUES: A-VOTERS REGISTRATION, B-BULLYING, C-EDUCATION, D-TEEN PREGNANCY, E-MENTORING.

Event Day(s) & Date(s): 08/04/2012 Event Time(s): 10:00 AM to 2:00 PM

Set-Up Date & Time: 08/04/2012 9:00A Tear-Down Date & Time: 08/04/2012 2:00PM

Event Location: KICKOFF WILL START AT 1202 FRANCIS AVE AND WILL END AT GOVERNOR BLVD & PARK

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 6

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: through Date/ Time:

RESERVED PARKING: Are you requesting reserved parking? YES NO If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, are liquor license and liquor liability insurance attached? YES NO

If yes, what time? until



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

ENTERTAINMENT: Are there any entertainment features related to this event? YES **NO**
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 150

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES **NO**
 If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? _____
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
Police Department Assistance

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

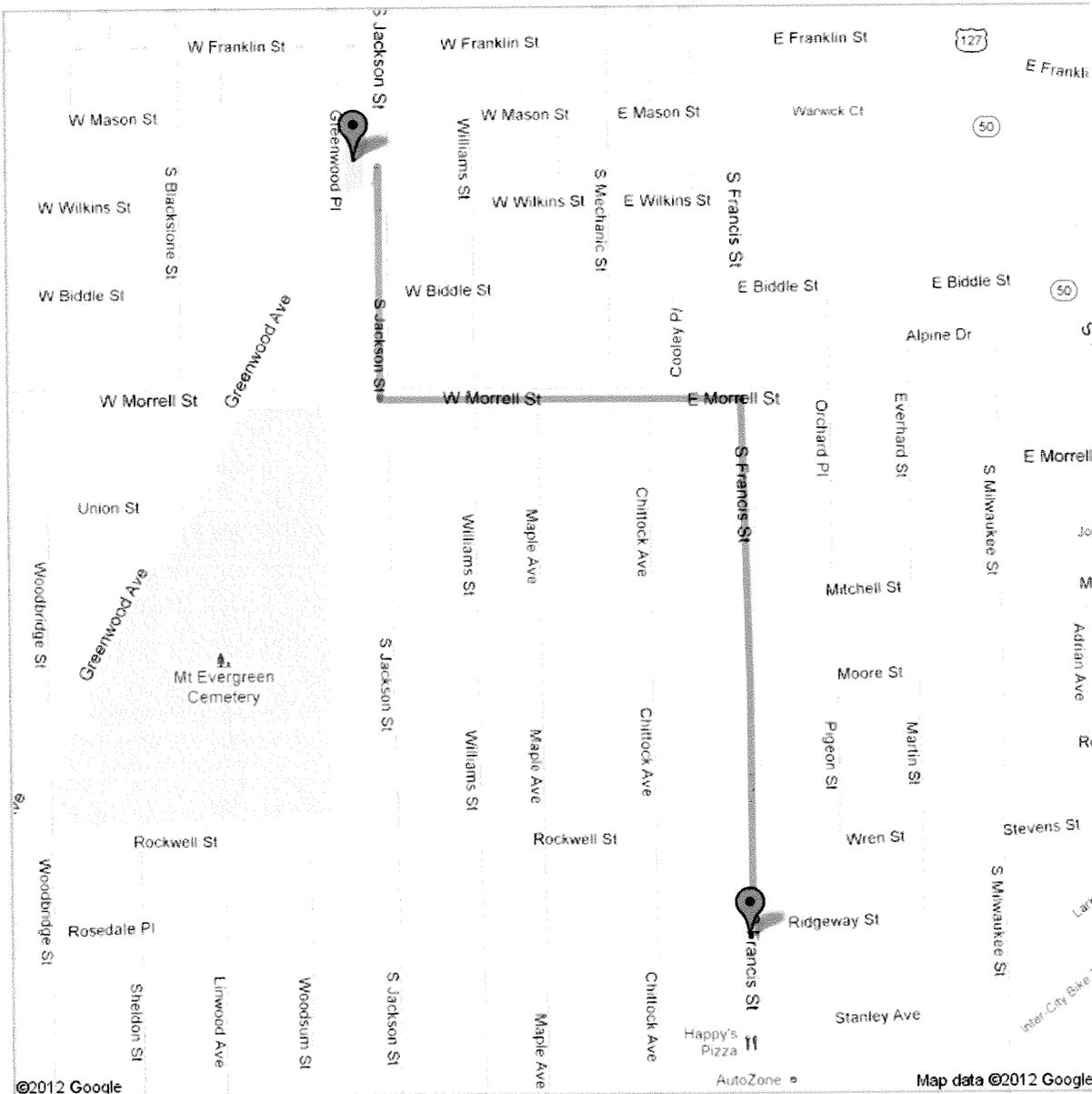
07/06/2012
 Date

Thomas K. Burke
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201



Get Google Maps on your phone
 Text the word "GMAPS" to 466453

Walking Route for Thomas Burke

Public · 4 views
Created on Jun 25 · By · Updated yesterday

-  Walking Route
-  Austin Blair Park
-  1202 Francis St
Walk starts here.



Jackson Downtown Development Authority

July 17, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: AIDS Walk

MOTION Approval of the request from HIV / AIDS Resource Center (HARC) to conduct their annual AIDS Walk at the Riverwalk Amphitheater and City streets on Saturday, September 29th, 2012 from 9:00 a.m. to 2:00 p.m. Insurance approval has been granted by the City Attorney.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$0

Conditions and Considerations:

- Any markings on pavement/sidewalk will need to be done in temporary marker, ie chalk

Insurance Status: Approved

att: Special Event Application: AIDS Walk
Route Description and Map
Schedule of Events

JG/jt

PAID

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

Date Received By DDA Office: 6/15/12 Time: 8am By: [Signature]

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: HIV/AIDS Resource Center (HARC)

Organization Address: 211 W. Ganson St. Suite 110 Jackson, MI 49201

Organization Agent: Hope Brock Title: Office Manager
Special Events Coordinator

Phone: (work) 734-572-9355 Phone: (home) 330-231-5376 Phone: (during the event) 330-231-5376

Agent's Address: 3675 Clark Rd. Suite 203 Ypsilanti, MI 48197

Agent's E-Mail Address: hbrock@hivaidsresource.org

Event Name: AIDS Walk

Please give a brief description of the proposed special event: A 5k walk through the downtown Jackson area. Sidewalk use with Crossing Marshalls on Street corners.

Event Day(s) & Date(s): Saturday, September 29, 2012

Event Time(s): 9:00 a.m. - 2:00 p.m.

Set-Up Date & Time: September 29, 2012 6:00 a.m. Set up time Tear-Down Date & Time: September 29, 2012 1:00 tear down

Event Location: Riverwalk Amphitheater

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 2 prior

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/Time N/A through Date/Time: N/A

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.
If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 125

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO**
If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**
If yes, how many? 1

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

June 15, 2012
Date


Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

 **Consumers Energy**
1 Energy Plaza Dr, Jackson, MI 49201-2357 - (517) 780-0513

1. Head **west** on **E Cortland St** toward **Francis St** go 38 m
total 38 m

 2. Turn **right** at **Francis St** go 88 m
total 130 m
About 1 min

 3. Turn **left** at **E Michigan Ave** go 650 m
total 750 m
About 9 mins

Total: 750 m – about 10 mins

 **N Blackstone St & W Michigan Ave, Jackson, MI 49201** total 0.0 km

4. Head **south** on **S Blackstone St** toward **W Cortland St** go 210 m
total 210 m
About 2 mins

Total: 210 m – about 2 mins

 **W Washington St & S Blackstone St, Jackson, MI 49201** total 0.0 km

5. Head **west** on **W Washington St** go 190 m
total 190 m
About 2 mins

 6. Turn **left** at **W Washington Ave** go 1.2 km
total 1.4 km
About 15 mins

Total: 1.4 km – about 17 mins

 **W Washington Ave & S Wisner St, Jackson, MI 49203** total 0.0 km

7. Head **south** on **S Wisner St** toward **W Franklin St** go 200 m
total 200 m
About 2 mins

Total: 200 m – about 2 mins

 **W Franklin St & S Wisner St, Jackson, MI 49203** total 0.0 km

8. Head **east** on **W Franklin St** toward **S Bowen St** go 2.0 km
total 2.0 km
About 24 mins

Total: 2.0 km – about 24 mins

 **Francis St & E Franklin St, Jackson, MI** total 0.0 km

9. Head **north** on **Francis St** toward **E Wesley St** go 400 m
total 400 m
About 5 mins

Total: 400 m – about 4 mins

 **Francis St & E Michigan Ave, Jackson, MI 49201**

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2010 Google

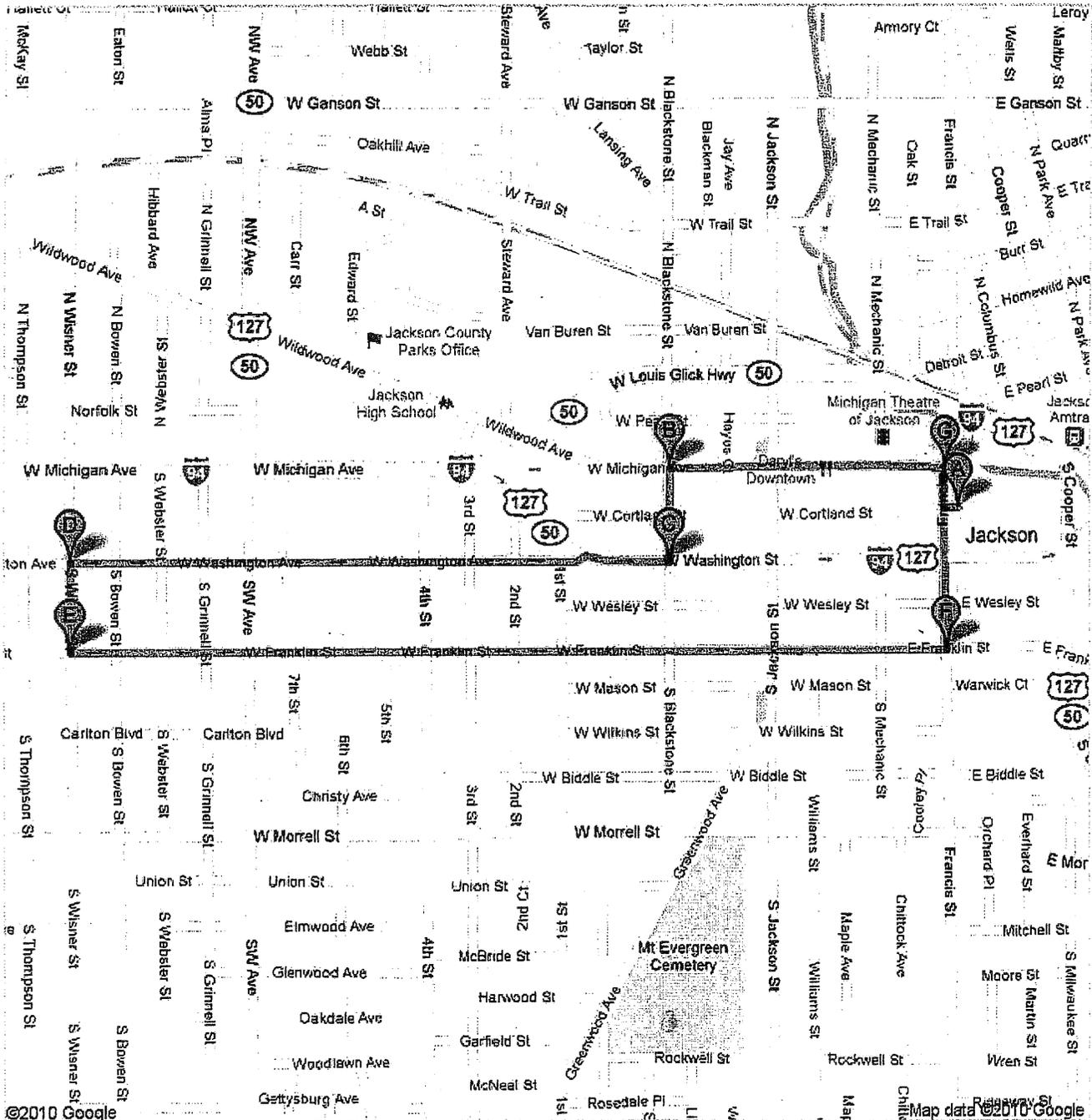


Directions to Francis St & E Michigan Ave, Jackson, MI 49201
5.0 km – about 1 hour 1 min

Save trees. Go green!
 Download Google Maps on your phone at google.com/gmm



Walking directions are in beta.
 Use caution – This route may be missing sidewalks or pedestrian paths.





AIDS Walk Michigan – Jackson

Saturday, September 29, 2012

-SCHEDULE OF EVENTS-

9:00 a.m. – 9:30 a.m.	Registration & Announcements
9:30 a.m. – 9:45 a.m.	Introduction of President and CEO
9:45 a.m.	Warm-up Stretches
10:00 a.m.	Ribbon Cutting and Start of Walk
12:00 p.m.	Welcome Back Walkers
12:15 p.m.	Award Distribution and Ending Announcements
1:00 p.m. – 2:00 p.m.	Clean Up and Tear Down



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

CITY COUNCIL MEETING
July 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, Deputy City Manager
Jon H. Dowling, P.E., City Engineer
SUBJECT: Request to Approve Traffic Control Orders 2121 and 2122
Parking in 600 and 700 Blocks of Griswold Street

MOTION: APPROVAL OF TRAFFIC CONTROL ORDERS (TCOs) 2121 AND 2122 TO ADDRESS PARKING ISSUES IN THE 600 AND 700 BLOCKS OF GRISWOLD STREET

To create a safer vehicle environment and address concerns of motorists, parking was reviewed in the 600 block of the south side Griswold near the intersection of Fourth Street, and the 700 block of the north side of Griswold. Current parking allowances create a potential hazard in that motorists must cross the yellow line to go around parked cars.

The Department of Engineering's recommendations are as follows:

TCO 2121. Due to traffic lane assignments and related pavement markings, remove parking from the south side of Griswold between Fourth and Third Streets.

TCO 2112. Due to traffic lane assignments and related pavement markings on Griswold Street, extend the existing No Parking zone on the north side from Fourth Street to the west property line of 710 Griswold. This action shall rescind Traffic Control Order #1112.

I request that Traffic Control Orders 2121 and 2122 be approved by the City Council. If you have any questions, please do not hesitate to contact me.

JHD:sms

c: Laurence R. Shaffer, City Manager
Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2121

LOCATION: Griswold Street

DATE: July 10, 2012

ASSIGNED TO:

TCO DESCRIPTION

Review parking in the 600 block of Griswold Street near the intersection of Fourth Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Due to traffic lane assignments and related pavement markings remove parking from the south side of Griswold between Fourth and Third Streets.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>								
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

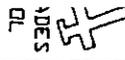
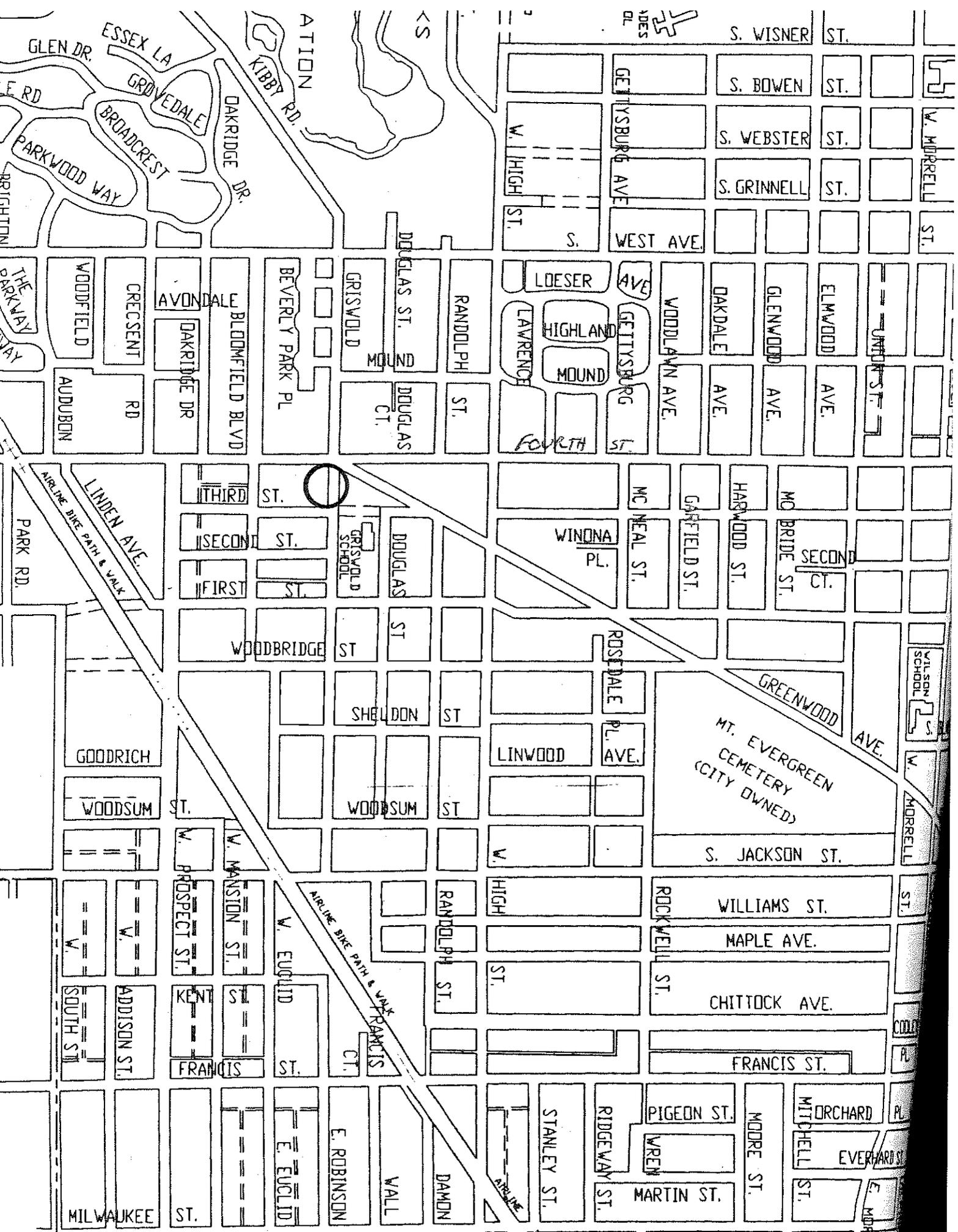
DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



S. WISNER ST.

S. BOWEN ST.

S. WEBSTER ST.

S. GRINNELL ST.

GETTYSBURG AVE

W. HIGH ST.

WEST AVE.

LOESER AVE

HIGHLAND MOUND
LAWRENCE

GETTYSBURG

WOODLAWN AVE.

DAKDALE AVE.

GLENWOOD AVE.

ELMWOOD AVE.

DOUGLAS ST.

RANDOLPH ST.

GRISWOLD MOUND CT.

BEVERLY PARK PL

BLOOMFIELD BLVD

AVONDALE DAKRIDGE DR

CRESCENT RD

WOODFIELD

AUDUBON

GLEN DR.

ESSEX LA

GRONVEDALE

BROADCREST

PARKWOOD WAY

DAKRIDGE DR.

KIBBY RD.

ATTION

KS

THIRD ST.

SECOND ST.

FIRST ST.

GRISWOLD SCHOOL

DOUGLAS ST.

WINONA PL.

MC NEAL ST.

GARFIELD ST.

HARWOOD ST.

MC BRIDE ST.

SECOND CT.

WOODBRIDGE ST.

SHELDON ST.

LINWOOD

ROSDALE PL. AVE.

GREENWOOD AVE.

MT. EVERGREEN CEMETERY (CITY OWNED)

S. JACKSON ST.

GOODRICH

WOODSUM ST.

WOODSUM ST.

W. HIGH ST.

WILLIAMS ST.

MAPLE AVE.

CHITTOCK AVE.

FRANCIS ST.

W. PROSPECT ST.

W. MANSTON ST.

W. EUCLID ST.

AIRLINE BIKE PATH & WALK

RANDOLPH ST.

W. HIGH ST.

SOUTH ST.

ADDISON ST.

FRANCIS ST.

E. EUCLID

E. ROBINSON

WALL

DAMON

STANLEY ST.

RIDGEWAY ST.

PIGEON ST.

WREN

MARTIN ST.

MODRE ST.

ORCHARD

MITCHELL ST.

EVERHARD ST.

MILWAUKEE ST.

WILSON SCHOOL

W. MORRELL ST.

ST.

COLLIER PL.

PL.

ST.

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2122

LOCATION: Griswold Street

DATE: July 10, 2012

ASSIGNED TO:

TCO DESCRIPTION

Review parking in the 700 block on the north side of Griswold Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Due to traffic lane assignments and related pavement markings on Griswold Street extend the existing No Parking zone on the north side from Fourth Street to the west property line of 710 Griswold. This action shall also rescind Traffic Control Order #1112.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>								
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

CITY COUNCIL MEETING
July 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, Deputy City Manager
Jon H. Dowling, P.E., City Engineer
SUBJECT: Request to Approve Traffic Control Order 2123
Review Parking in 200 Block of N. Wisner Street

**MOTION: APPROVAL OF TRAFFIC CONTROL ORDER (TCO) 2123 TO ADDRESS
PARKING ISSUES IN THE 200 BLOCK OF N. WISNER STREET**

To create a safer vehicle environment and address concerns of motorists, parking was reviewed on the east side of the 200 block of N. Wisner Street. Current parking allowances create a potential hazard in that parking is allowed too close to the intersection with Wildwood Avenue. This causes traffic traveling around the parked cars to appear to be in the left turn lane to motorists traveling in the opposite direction.

The Department of Engineering's recommendation is to remove parking in the 200 block of N. Wisner Street on the east side from 230 feet south of Wildwood Avenue to Wildwood Avenue.

I request that Traffic Control Order 2123 be approved by the City Council. If you have any questions, please do not hesitate to contact me.

JHD:sms

c: Laurence R. Shaffer, City Manager
Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2123

LOCATION: Wisner Street

DATE: July 10, 2012

ASSIGNED TO:

TCO DESCRIPTION

Review parking on the east side of the 200 block of North Wisner.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Due to traffic lane assignments and related pavement markings in the 200 block of N. Wisner remove parking on the east side from 230 feet south of Wildwood Avenue to Wildwood Avenue.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

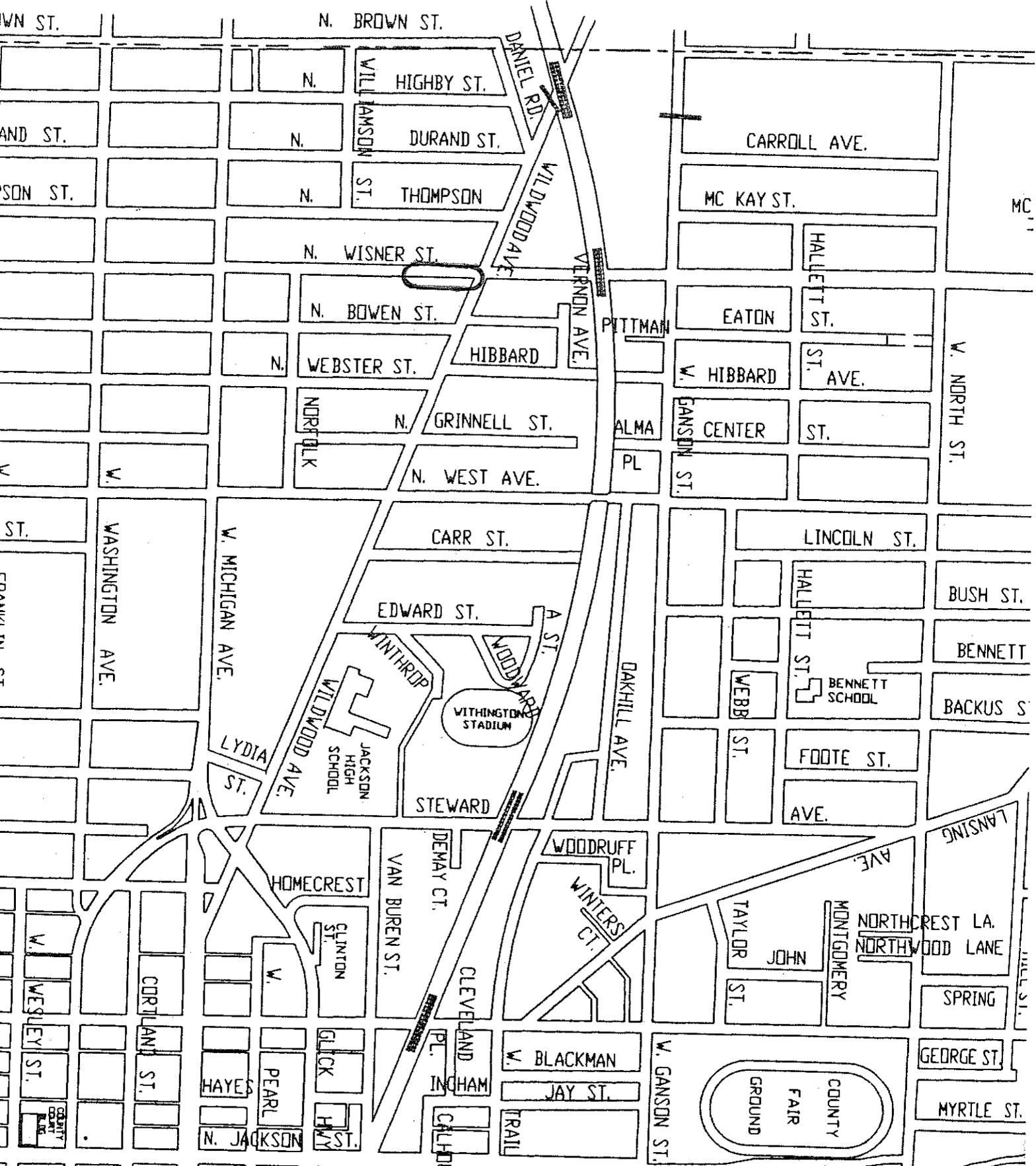
WORK INSPECTED

REMARKS:

DATE:

BY: Jon H. Dowling, P.E., City Engineer

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



N. BROWN ST.

N. WILLIAMSON ST. HIGHBY ST.

N. WILLIAMSON ST. DURAND ST.

N. WILLIAMSON ST. THOMPSON

N. WISNER ST.

N. BOWEN ST.

N. WEBSTER ST.

N. GRINNELL ST.

N. WEST AVE.

CARR ST.

EDWARD ST.

VITHINGTON STADIUM

STEWART

VAN BUREN ST.

CLEVELAND PL.

W. BLACKMAN

JAY ST.

W. GANSON ST.

COUNTY FAIR GROUND

JOHN ST. TAYLOR ST. MONTGOMERY AVE.

NORTHCREST LA. NORTHWOOD LANE

SPRING

GEORGE ST.

MYRTLE ST.

LINCOLN ST.

HALLETT ST.

FOOTE ST. AVE.

WEBB ST.

BENNETT SCHOOL

BUSH ST.

BENNETT

BACKUS S

W. NORTH ST.

CARROLL AVE.

MC KAY ST.

HALLETT ST.

EATON

W. HIBBARD

GANSON ST. CENTER

PITTMAN

ALMA

PL

DANIEL RD.

WILDWOOD AVE.

VERNON AVE.

DAKHILL AVE.

A ST.

WOODWARD

WOODRUFF PL.

WINTERS CT.

DEMAY CT.

HOMECREST

CLINTON ST.

HAYES

PEARL

GLICK

HAY

CORTLAND ST.

W. WESLEY ST.

COUNTY FAIR GROUND

W. ST.

AND ST.

SON ST.

W.

W.

ST.

WASHINGTON AVE.

W.

ST.

W.

W.

W.

W.

W.

W.

W.

W.



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING
July 17, 2012
NEW BUSINESS

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Deputy City Manager

SUBJECT: CDBG and HOME Financial Summaries through June 2012

MOTION

Receipt of the CDBG and HOME Financial Summaries through June 2012

Attached please find the Financial Summaries for CDBG and HOME funds for the twelve months ended June 30, 2012.

Cc: Heather Soat, Accounting Manager
Michelle Pultz-Orthaus, Records Management Coordinator

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Twelve Months Ended June 30, 2012**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 AWARE							
FY 2010/2011	15,000	12,500	-	2,500	15,000	-	100.0%
FY 2011/2012	5,500	-	(270)	4,580	4,580	920	83.3%
2 JAHC - Homeownership Training (FY 2010/2011)	8,000	7,737	-	263	8,000	-	100.0%
3 MLK Summer Program	40,000	-	-	40,000	40,000	-	100.0%
4 Center for Family Health	10,000	-	-	10,000	10,000	-	100.0%
5 Partnership Park-After School Programs (FY 2010/2011)	5,000	2,690	-	2,310	5,000	-	100.0%
6 United Way - 211 Services	7,500	-	-	7,500	7,500	-	100.0%
7 Salvation Army - Heating Assistance	55,954	-	17,193	48,354	48,354	7,600	86.4%
<u>Administration</u>							
8 Administration & Planning							
FY 2010/2011	249,700	145,174	-	104,526	249,700	-	100.0%
FY 2011/2012	205,000	-	28,947	106,871	106,871	98,129	52.1%
<u>Code Enforcement</u>							
9 City Code Enforcement Division							
FY 2010/2011	503,345	386,244	-	117,101	503,345	-	100.0%
FY 2011/2012	485,000	-	48,377	370,196	370,196	114,804	76.3%
10 City Attorney Office							
FY 2010/2011	63,000	33,722	-	29,278	63,000	-	100.0%
FY 2011/2012	29,000	-	3,236	22,663	22,663	6,337	78.1%
<u>Housing Rehabilitation Projects</u>							
11 Owner Occupied Housing Rehabilitation							
FY 2008/2009	58,980	33,345	-	2,539	35,884	23,096 *	60.8%
FY 2009/2010	88,000	-	-	-	-	88,000 *	0.0%
FY 2010/2011	60,000	-	-	-	-	60,000 *	0.0%
FY 2011/2012	50,027	-	-	-	-	50,027 *	0.0%
12 City Emergency Hazard Repair Program							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2010/2011	125,000	37,067	7,379	75,328	112,395	12,605	89.9%
FY 2011/2012	54,900	-	-	-	-	54,900	0.0%
13 New Neighbor Program (FY 2005/2006)	80,000	69,329	-	6,943	76,272	3,728 *	95.3%
14 World Changers							
FY 2010/2011	45,585	12,454	-	20,929	33,383	12,202	73.2%
FY 2011/2012	40,000	-	-	-	-	40,000	0.0%
15 Cleanup (FY 2010/2011)	10,000	-	-	-	-	10,000 *	0.0%
16 City Rehab Administration (Denied Loans)							
FY 2008/2009	3,000	1,491	-	1,509	3,000	-	100.0%
FY 2009/2010	1,000	-	-	1,000	1,000	-	100.0%
FY 2010/2011	1,000	-	-	348	348	652	34.8%
FY 2011/2012	1,000	-	-	-	-	1,000 *	0.0%
17 John George Home - building repairs							
FY 2010/2011	10,000	9,660	-	-	9,660	340	96.6%
FY 2011/2012	12,500	-	-	-	-	12,500	0.0%
18 DDA - Façade Loans (FY 2008/2009)	18,000	5,026	-	-	5,026	12,974 *	27.9%
<u>Street Projects</u>							
19 Mason - Jackson to Francis (FY 2009/2010)	141,910	73,118	1,710	66,645	139,763	2,147	98.5%
20 Loomis - Leroy to North (FY 2009/2010)	116,041	18,715	-	97,326	116,041	-	100.0%
21 Loomis - North to Argyle (FY 2009/2010)	47,000	-	-	47,000	47,000	-	100.0%
22 Monroe Street Sidewalk (FY 2009/2010)	25,049	25,049	-	-	25,049	-	100.0%
23 Special Assessments (FY 2009/2010)	22,718	820	-	2,276	3,096	19,622	13.6%
24 Wilkins - Jackson to Williams (FY 2010/2011)	103,000	897	11,267	92,702	93,599	9,401	90.9%
25 Wilkins - Williams to Mechanic (FY 2010/2011)	106,000	-	-	-	-	106,000	0.0%
26 Wilkins - Mechanic to Francis (FY 2010/2011)	136,000	-	-	136,000	136,000	-	100.0%
27 Special Assessments (FY 2010/2011)	10,000	-	-	-	-	10,000	0.0%
28 Biddle - Jackson to Williams	53,000	-	-	5,750	5,750	47,250	10.8%
29 Forest - Bend to Edgewood	106,000	-	1,212	6,307	6,307	99,693	6.0%
30 Homewild - Ellery to Edgewood	119,000	-	1,905	7,546	7,546	111,454	6.3%
31 Special Assessments	25,000	-	-	-	-	25,000	0.0%
<u>Other Projects</u>							
32 Public Works - curb ramps							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2009/2010	67,523	57,655	-	9,868	67,523	-	100.0%
FY 2010/2011	20,000	-	-	20,000	20,000	-	100.0%
FY 2011/2012	10,000	-	-	1,714	1,714	8,286	17.1%
33 Tree Removal/Replacement							
FY 2009/2010	25,000	18,751	-	6,249	25,000	-	100.0%
FY 2010/2011	14,000	-	-	14,000	14,000	-	100.0%
FY 2011/2012	15,000	-	1,900	15,000	15,000	-	100.0%
<u>Economic Development</u>							
34 Job Creation Loans							
FY 2010/2011	50,000	-	-	-	-	50,000	0.0%
FY 2011/2012	20,000	-	-	-	-	20,000 *	0.0%
<u>Public Improvements</u>							
35 JPD Equipment (FY 2010/2011)	7,752	7,606	-	-	7,606	146 *	98.1%
36 Demolition (FY 2010/2011)	38,000	-	-	-	-	38,000	0.0%

NOTE: All funds are FY 2011/2012 allocations unless otherwise indicated

Balances denoted with an asterisk have been identified as possible demolition funding for the Neighborhood Economic Stabilization program.

S:\Finance\Reports\2011-2012\CDBG Financial Summary\[2011-2012.xls]CDBG

**City of Jackson
HOME
Monthly Financial Summary
For the Twelve Months Ended June 30, 2012**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2009/2010	525,179	460,727	-	64,452	525,179	-	100.0%
FY 2011/2012	144,017	-	35,871	94,865	94,865	49,152	65.9%
2 HOME Administration							
FY 2010/2011	30,400	-	-	30,400	30,400	-	100.0%
FY 2011/2012	32,189	-	-	-	-	32,189	0.0%
3 JAHC - Downpayment Assistance							
FY 2010/2011	40,000	-	1,709	20,365	20,365	19,635	50.9%
4 JAHC - CHDO Operating Expenses							
FY 2009/2010	15,000	5,856	-	1,045	6,901	8,099	46.0%
FY 2010/2011	18,000	-	-	-	-	18,000	0.0%
5 CAA - CHDO Operating Expenses (FY 2011/2012)	16,000	-	-	-	-	16,000	0.0%
6 JAHC - CHDO Acquisition/Rehab/Resale							
FY 2009/2010	73,072	55,477	-	17,595	73,072	-	100.0%
FY 2010/2011	90,000	89,670	-	(16,524)	73,146	16,854	81.3%
7 CAA - CHDO Acq/Rehab/Resale (FY 2011/2012)	53,250	-	-	-	-	53,250	0.0%
8 JAHC - Administration (FY 2010/2011)	6,000	4,600	658	1,052	5,652	348	94.2%
9 Habitat for Humanity (FY 2011/2012)	75,000	-	-	13,706	13,706	61,294	18.3%
10 City - Acq/Rehab/Resale (FY 2011/2012)	240,000	-	119,420	119,420	119,420	120,580	49.8%

CITY OF JACKSON



Office of Mayor
Martin J. Griffin

MICHIGAN

161 W. Michigan Ave.
Jackson, MI 49201
Phone: (517) 788-4028
Facsimile (517) 768-5820

CITY COUNCIL MEETING

July 17, 2012

MEMO TO: City Councilmembers

FROM: Martin J. Griffin, Mayor

A handwritten signature in black ink, appearing to read 'MJG', is written over the name 'Martin J. Griffin' in the 'FROM' field.

DATE: July 9, 2012

SUBJECT: Civil Service Commission

REQUESTED ACTION:

Approval of the Mayor's recommendation to reappoint Sheila A. Patterson to the Civil Service Commission for a three-year term, beginning September 1, 2012, and ending August 31, 2015.

In accordance with City Code, Sec. 2-301, Charter Section 7.7, the Mayor appoints with Council confirmation, five members to three year terms. The members must have been registered electors in the City for at least two years.

It is my desire, therefore, to reappoint Sheila A. Patterson to the Civil Service Commission for a three-year term, beginning September 1, 2012, and ending August 31, 2015.

MJG:skh



City of Jackson Board/Commission Application

Name: Sheila A. Patterson

Address: 732 Lawrence St Zip: 49203

Home Phone: (517) 780-7968 Other Phone: (517) 788-1893 wrk

e-mail address: sapatterson@cms Occupation: Supervisor @
energy.com Consumers Energy
Community Involvement/Activity

SEE ATTACHED

Are you a registered voter? YES Ward? 6

Which Board or Commission(s) are you interested in?

1. CIVIL SERVICE COMMISSION

3. _____

List additional information you feel may be pertinent to board or commission

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Sheila A. Patterson
Signature of Applicant

7/9/2012
Date

Please return to Mayor's Office, City of Jackson, 161 W. Michigan Avenue, Jackson, MI 49201

Sheila Patterson
732 Lawrence St.
Jackson, MI 49203
(517) 780-7968
sapatterson@cmsenergy.com

Education

Masters in Business Administration, May 2001

Emphasis in Management
Spring Arbor University, Spring Arbor, MI

Bachelor of Arts, May 1993

Spring Arbor College, Spring Arbor, MI
Major: Business Administration

Certification Driver Education Certification, May 2000

Central Michigan University, Mt. Pleasant, MI

**Recognition/
Awards**

Jackson Business & Professional Women's Organization

- Young Careerist Nominee, 2004

Greater Jackson Chamber of Commerce

- Jackson Community Leadership Academy, 2004

Consumers Energy, Peak Performer Award, 2002

- In appreciation of support in the GM arbitration case

University of Wisconsin-Madison, School of Business

- Completed AGA Gas Rates Fundamental Course

MDOT, Simply Super Service Awards, 2001

- AUC Seminar Training
- Contractor Payments Unit

Attended MDOT 2001 Leadership Conference

Citizens Bank, Rising Star Awards, 1997

- Merchant Bank Program
- Account Reconciliation

**Civic/Community
Memberships**

Consumers Energy:

CMS (*Community Minded Services*) Club

- **Member**, 2004 - Present
- **President**, 2003-04
- **Vice-President**, 2002-03

WAP (*Woman's Advisory Panel*), 2004 -- 2007 (3 year term)

- Panel member

AABE (*American Association of Blacks in Energy*), 2002 – Present

- Vice-President, 2008 – Present
- Secretary, 2006 – 2008
- Assistant Secretary, 2004 – 2006 (2 year term)
- Co-Chair Education Committee, 2004 – Present
- National Scholarship Committee Member, 2006 - Present

Board Member, 2004 – 2008 (4 year term)

Jackson Public School Board of Education

- President, 2011 – Present
- Vice-President, 2006 – 2008
- Secretary, 2004 – 2006
- Community Relations Committee, Chair

Member NAACP (National Association for the Advancement of Colored People), Jackson Branch

- Executive Committee 2007 - 2009

Board Member, 2004 – Present

Civil Service Commission, City of Jackson

Board Member, 2003 – 2007

Salvation Army

Board Member, 2002 – 2006 (term ended 1/2006)

Family Services and Child Aide

Honorary Board Member, 2006 - Present

Coordinator/Volunteer Junior Achievement - Partnership in Education, 1995 – 2002

Dibble School, First and Second Grades, Jackson, MI

Parkside Middle School, Seventh Grade, Jackson, MI

Allen School, First Grade, Jackson, MI



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303
Phone (517) 788-4060 • Facsimile (517) 780-4781

CITY COUNCIL MEETING JULY 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: City of Jackson Planning Commission
Patrick Burtch, Deputy City Manager
Barry Hicks, AICP, Planning Director *PBH*

DATE: July 12, 2012

SUBJECT: **Request for a district change (rezoning) of properties located at 1512 W. Washington Ave., 115 S. Brown St., 117 S. Brown St., and S. Brown St., from R-1 (one- family residential) to R-6 (Residential and low-intensity office district).**

HEARING: Conduct a public hearing on the request for a district change (rezoning).

MOTION: Consideration of a request to rezone (district change) property located at 1512 W. Washington Ave. (ID# 3-068300000); 115 S. Brown St. (ID# 3-067800000); 117 S. Brown St. (ID# 3-067900000); S. Brown St. (ID# 3-068200000); from R-1 (one- family residential) to R-6 (Residential and low-intensity office district) (*Planning Commission recommends the request be DENIED*).

At their July 11, 2012 meeting the Planning Commission held a public hearing and considered a request to rezone four (4) properties located at 1512 W. Washington Ave. (ID# 3-068300000); 115 S. Brown St. (ID# 3-067800000); 117 S. Brown St. (ID# 3-067900000); S. Brown St. (ID# 3-068200000); from R-1 (one- family residential) to R-6 (Residential and low-intensity office district). The Planning Commission recommends **DENYING** the applicant's request to rezone the properties as follows:

*Commissioner Griffin Moved, with Support from Commissioner Mauldin to recommend that City Council **DENY** the Applicants request to adopt an ordinance amending Chapter 28 Section 28-32, City Code, to rezone property located at 1512 W. Washington Ave. (ID# 3-068300000); 115 S. Brown St. (ID# 3-067800000); 117 S. Brown St. (ID# 3-067900000); S. Brown St. (ID# 3-068200000); from R-1 to R-6.*

Yeas- 8 (Collver, Dobies, Griffin, Kubish, Mauldin, Polaczyk, Shaffer, Troxel); Nays- 0; Abstain- 0; Absent- 1 (Stark)

The request to rezone the property now comes to City Council for consideration.

BH

Att': Staff Report
Ordinance
Public Notice



Neighborhood & Economic Operations

Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303
Phone (517) 788-4060 • Facsimile (517) 780-4781

PLANNING COMMISSION JULY 11, 2012

MEMO TO: Planning Commission

FROM: Barry Hicks, AICP, Planning Director

DATE: July 3, 2012

SUBJECT: Staff Report – Request for a district change (rezoning) of properties located at 1512 W. Washington Ave., 115 S. Brown St., 117 S. Brown St., and S. Brown St., from R-1 (one-family residential) to R-6 (Residential and low-intensity office district).

MOTION 1: Receive the Staff Report.

HEARING: Conduct a public hearing on the request for a district change (rezoning).

MOTION 2: Consideration of recommending that City Council rezone (district change) property located at 1512 W. Washington Ave. (ID# 3-068300000); 115 S. Brown St. (ID# 3-067800000); 117 S. Brown St. (ID# 3-067900000); S. Brown St. (ID# 3-068200000); from R-1 (one-family residential) to R-6 (Residential and low-intensity office district) (*Staff recommends approval*).

Overview and Applicable Zoning Criteria

Applicant: Oblates of St. Francis De Sales
Immanuel Lutheran Church

Location: 1512 W. Washington Ave. (ID# 3-068300000)
115 S. Brown St. (ID# 3-067800000)
117 S. Brown St. (ID# 3-067900000)
S. Brown St. (ID# 3-068200000)

Application Received Date: May 16, 2012

Latest Revisions: None

Applicant Requested: District Change (Rezoning)

Current Zoning: R-1 – one-family residential

Requested Zoning: R-6 – Residential and low-intensity office district

Staff Recommendation: Approve request

Request: The applicant is requesting that the properties located at 1512 W. Washington Ave. (ID# 3-068300000); 115 S. Brown St. (ID# 3-067800000); 117 S. Brown St. (ID# 3-067900000); S. Brown St. (ID# 3-068200000); be rezoned from R-1 (one-family residential) to R-6 (Residential and low-intensity office district)



Property Location

The properties are located southeast of the intersection of W. Michigan Avenue and Brown Street and northeast of the intersection of W. Washington Avenue and Brown Street on the westernmost border of the City of Jackson, adjacent to Summit Township.

District Change (Rezoning):

Sec. 28-183. – Procedure for change.

The application for any proposed zoning change shall be directed to the planning staff on forms prescribed for such purpose, accompanied by sufficient information, so as to assure the fullest presentation of facts for the permanent record.

1. *By application.* Any person, firm or corporation desiring a change in the zoning classification of property shall file with planning staff an application for zoning change. When the application for zoning change appears to be in accordance with public necessity, convenience, safety and the general welfare of the city, planning staff shall refer such application to the city planning commission.

- a. *Notice of hearing.* The city planning commission shall then hold a public hearing on such proposed amendment, supplement or change as set forth in the application, notice of the time and place of the meeting shall be given as provided for in section 28-8.

Failure to send notice. Failure to send notice by mail to any such property owner where the address of such owner is not a matter of record in the assessor's office shall not invalidate any proceedings in connection with the proposed amendment, supplement or change.

- b. *Additional notice of hearing.* In addition to the published notice required by law, the city planning commission shall give notice of the time, place and purpose of its public hearing to be held on the proposed amendment, supplement or change, by mailing written notice of same to the last known address of the owners and occupants, as shown on the records of the assessor, of all properties lying within three hundred (300) feet of any part of the property, the zoning classification of which is proposed to be changed.

Failure to send notice by mail to any such property owner where the address of such owner is not a matter of record in the assessor's office shall not invalidate any proceedings in connection with the proposed amendment, supplement or change. When such amendment, supplement or change does not include any change of district boundaries or classification of property, this additional notice of hearing shall not be required.

- c. *Public hearing.* The city planning commission shall adopt rules and regulations for the conduct of public hearings consistent with law and the provisions of this Code.
- d. *Procedure following public hearing.* After the public hearing on such amendment, supplement or change, the city planning commission shall make its report. Such report shall be by resolution of the city planning commission carried by the affirmative votes of the majority of members in attendance. Such amendment, supplement or change, with report, shall then be certified in writing to the city council and to the county register of deeds.
- e. *Action by city council.* Such amendment, supplement, or change, accompanied by the report of the city planning commission, shall then be presented to the city council. The city council shall hold a public hearing on such proposed amendment, supplement, or change pursuant to the publication and notice requirements prescribed in this section. Following such public hearing, such amendment, supplement or change may be adopted or denied only by the affirmative votes of not less than four (4) members of the city council.
- f. Upon presentation of a protest petition meeting the requirements for this section, such amendment, supplement or change which is the object of the petition shall be passed only by a two-thirds (2/3)

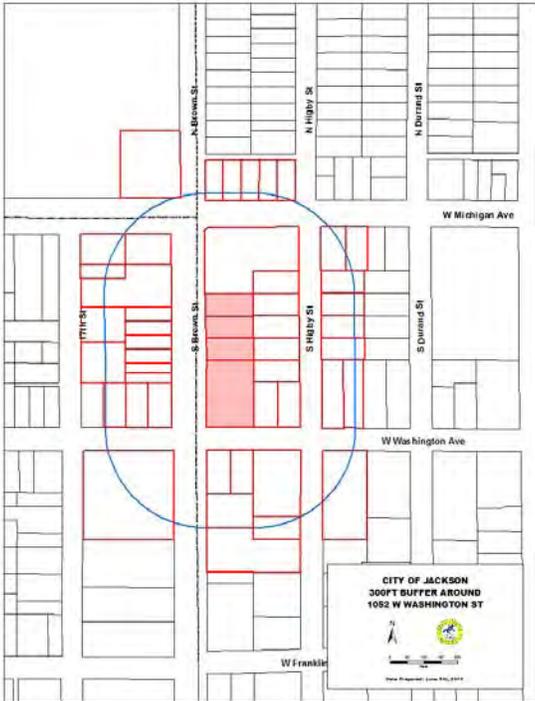
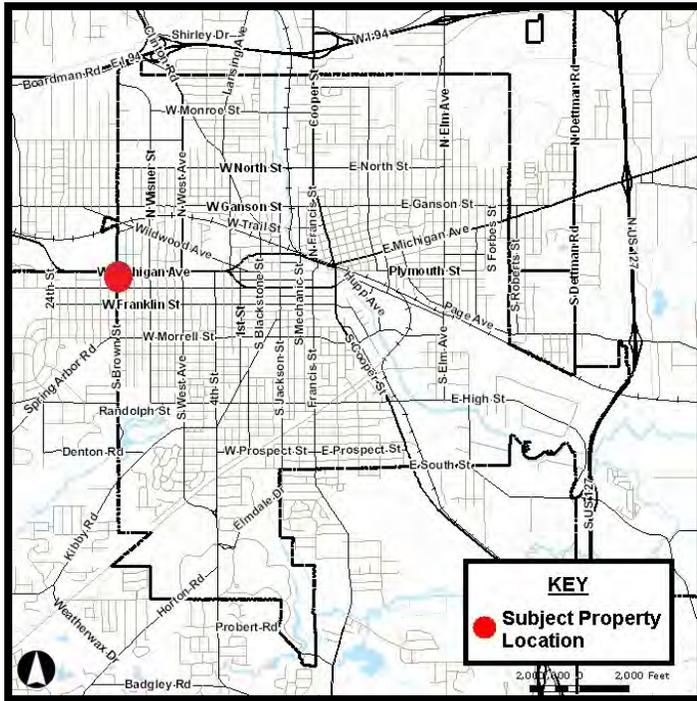


vote of the city council. The protest petition shall be presented to the city council before final legislative action on the amendment, and shall be signed by one (1) of the following:

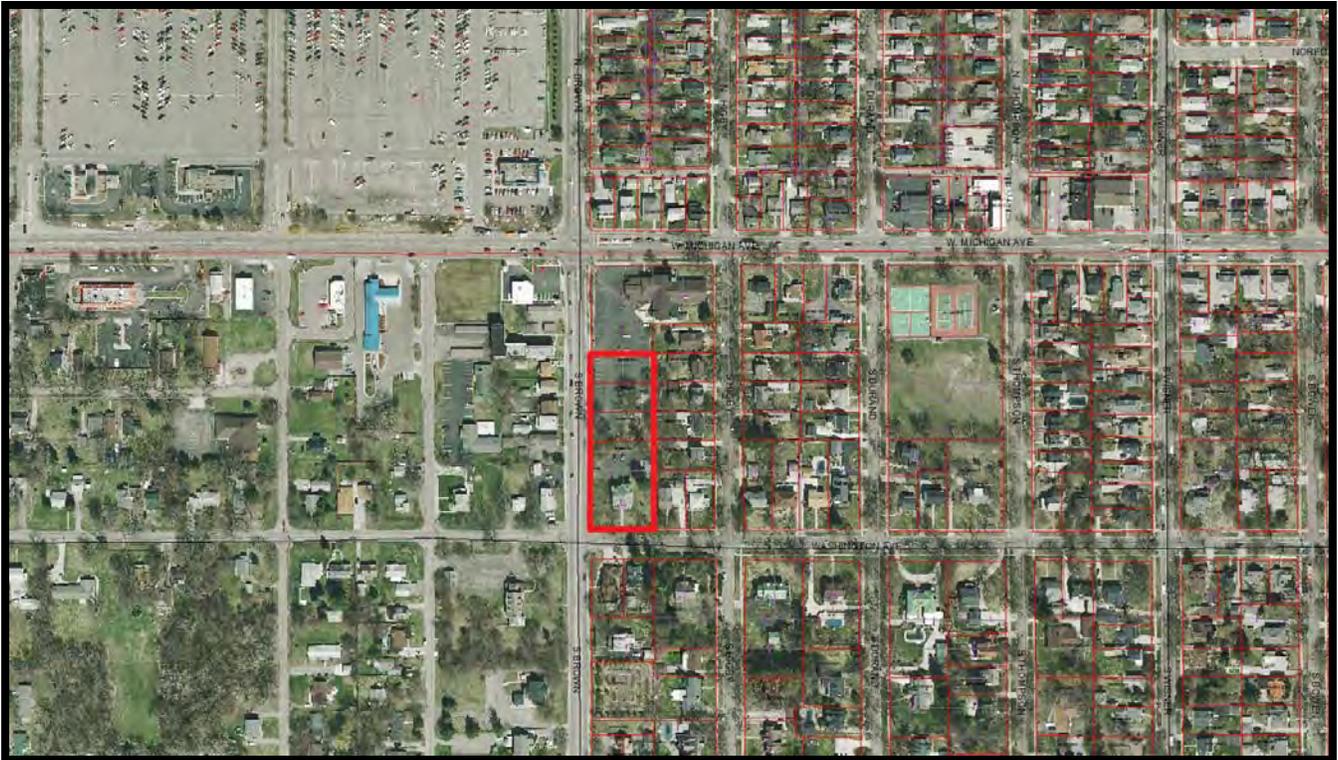
1. The owners of at least twenty (20) percent of the areas of land included in the proposed change, excluding publicly owned land.
 2. The owners of at least twenty (20) percent of the area of land included within an area extending outward one hundred (100) feet from any point on the boundary of the land included in the proposed change, excluding publicly owned land.
- g. Whenever a proposed amendment, supplement or change has not been approved by the city planning commission and the city council concurs by not adopting it, such amendment, supplement or change shall not be resubmitted to the city council for at least one (1) year from the date of the city council denial, excepting when it is established to the satisfaction of the city council that there has been a material change in circumstances justifying reconsideration.

Findings: All procedures are being followed in accordance with Section 28-183.

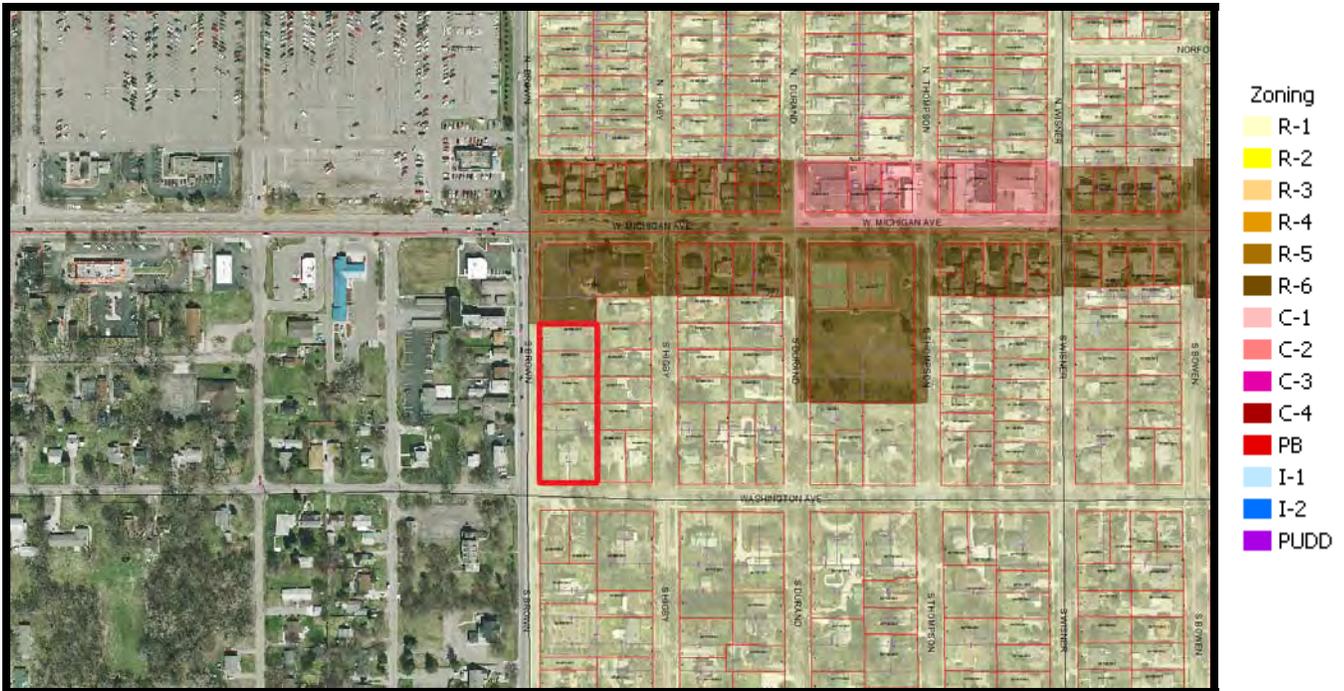
Maps



Subject Area Location Maps



Subject Area Air Photo



Subject Area Zoning Map



- Future Land Use Plan
- Single-Family Neighborhoods
 - One- and Two-Family Neighborhoods
 - Medium-Density Neighborhoods
 - High-Density Residential Complexes
 - Office Transition Areas
 - Local Commercial Areas
 - General Commercial Area
 - Downtown Commercial Area
 - Arts Colony Area
 - Healthcare Area
 - Historic Office Area
 - Industrial Commercial Areas
 - General Industrial Areas
 - Parks
 - Institutions

Subject Area Future Land Use Map

Site Description

Three (3) of the four (4) properties included in this request are part of a parking lot for the Immanuel Lutheran Church on the corner of W. Michigan Avenue and S. Brown Street. They are currently zoned R-1 and have a fence and vegetative screening surrounding them on all of the sides facing the single-family neighborhood to the east.

The three northernmost properties in this request are currently part of a parking lot for the Immanuel Lutheran Church on the Corner of W. Michigan Avenue and Brown Street. The southernmost property in this request is utilized by the Oblates of St. Francis De Sales and contains a structure that appears residential in nature and is lightly utilized as office space.

All four (4) properties are located along the westernmost boundary of the City of Jackson. Across Brown Street to the west are commercially and residentially zoned properties in Summit Township. The Immanuel Lutheran Church borders the properties to the north and single family residences are adjacent to the properties on the east and south.

Neighboring Zoning and Land Use

The subject parcels are zoned R-1, one-family residential district while the surrounding parcels are zoned as follows:

- North: R-6, residential and low-intensity office district
- South: R-1, one-family residential district
- East: R-1, one-family residential district
- West: Commercial and multi-family residential zoning in Summit Township

The existing land uses within the area are primarily one- and multi- family residential properties, institutional uses, and commercial uses. The subject parcels contain a parking lot and offices:

- North: Institutional (Church)



South: Single family residential
East: Single family residential
West: Multiple family residential/Commercial

The predominant land uses around the subject property are single- and multiple-family residential. The subject properties are zoned R-1 and the structures and parking lot on the properties are institutional in nature as they are all religious or related land uses.

Master Plan & Future Land Use

The Master Plan and future land use map indicate this area as remaining a single-family neighborhood. Along W. Michigan Avenue to the north, there are several proposed land uses ranging from single-family neighborhoods, to historic office areas, and office transition areas. The corner of W. Michigan Avenue and Brown Street immediately north of the parcels in this request, are shown as remaining institutional. The areas to the south and east of this request are to remain single-family residential

Brown Street is a minor arterial road to the west and adjacent to the parcels included in this request. According to the City Engineer, the ADT (Average Daily Traffic Count) on Brown between Washington and Michigan was 11,170 in 2008. The ADT on Washington Street between Higby and Durand was 1,487 in 2008. It should also be noted that the site is currently configured to only allow access off of Brown Street and is used as professional offices that generate minimal traffic. If the parcels were to be rezoned, the Planning Commission and staff should take special care when considering site plans to only allow access to the site off of Brown Street if it is continued to be utilized as professional offices.

Development Potential

The current R-1, one-family residential district, allows for low to medium density single-family residential neighborhoods. The regulations are intended to stabilize, protect and encourage the residential character of the district and prohibit all activities of a commercial nature. Development is limited to single unit dwellings, home occupations, plus certain conditional uses that are compatible and convenient to the residents in the district.

The R-6 - residential and low-intensity office district, permits land uses that are primarily single-family residential to and is designed to maintain low intensity uses in those areas of the city where changing traffic volumes and patterns can generate more intensive land uses. This district encourages a mixture of low intensity residential uses and administrative or professional office uses that generate little pedestrian or automobile traffic. It is specifically intended to prohibit commercial establishments of a retail nature that are involved with the sale or repair of goods, wares or merchandise.

Conclusion and Recommendation

Three of the four parcels included in this request are already being utilized as an off-street parking lot for the Immanuel Lutheran Church and one (1) parcel at 1512 W. Washington Avenue is currently being utilized as offices at the Oblates of St. Francis De Sales. All four offices are legal non-conforming uses in accordance with Chapter 28 (Zoning), Section 28-121, of the City of Jackson Code of Ordinances. They have been utilized in this fashion for several years with no complaints from the neighboring single family residences in the area.

Staff considers rezoning property from R-1 to R-6 a minor adjustment in this particular case for the following reasons:



- R-6 zoning districts encourage single family residences above all other uses, however, do allow for a mixture of low intensity residential uses and administrative or professional office uses that generate little pedestrian or automobile traffic. This means that a commercial use such as a gas station, retail store, convince store, restaurant, or any other commercial use that would generate intense traffic and noise would not be permitted.
- R-6 districts are specifically designed to act as transitional areas as a buffer between lower-intensity residential uses, and higher intensity uses along roads that generate high traffic volumes.
- The properties are adjacent to and have access to Brown Street, which is a minor arterial road that generates significant traffic volumes.
- The properties are already being utilized in a fashion similar to what an R-6 zoning district would permit and have little or no complaints from neighbors in the vicinity. Rezoning the properties would change the status of the type of uses being conducted on the properties from legal non-conforming, to conforming. The permitted uses that would be allowed would not change dramatically from what is already being conducted on the sites.
- R-6 districts are designed to attract little or no customer or client traffic and is limited to the conversion of residences or to new construction of residences or to new construction on vacant lots zoned R-6 that comply with the requirements of the Zoning Ordinance. Because they are specifically designated to be transitional areas between higher intensity and lower intensity uses,
- Several nearby properties are zoned R-6 and act as a transitional area between R-1 zoning districts and high-volume traffic roads in a similar fashion to what the applicant is requesting.
- The Master Plan does not specifically call for the parcels included in this request to be zoned for anything other than single-family residences. The Master Plan does however show several areas within a close proximity to these parcels to be utilized in a fashion similar to what an R-6 zoning district would permit and in some cases, more intense uses.

Staff's recommendation is to rezone the properties from R-1 to R-6.

A handwritten signature in black ink, appearing to read "Barry Hicks", written over a horizontal line.

Barry Hicks, AICP
Planning Director

Att': Ordinance
Public notice

CITY OF JACKSON, MICHIGAN

**AN ORDINANCE TO AMEND SECTION 28-32, OF CHAPTER 28, OF THE CODE OF
THE CITY OF JACKSON**

The People of the City of Jackson Ordain:

SECTION 1.

That Section 28-32 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change four properties located at 1512 W. Washington Ave. (ID# 3-068300000); 115 S. Brown St. (ID# 3-067800000); 117 S. Brown St. (ID# 3-067900000); S. Brown St. (ID# 3-068200000); from R-1 (one- family residential) to R-6 (Residential and low-intensity office district)

SECTION 2.

This ordinance shall take effect thirty (30) days from date of adoption.



Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303

Phone (517) 788-4060 • Facsimile (517) 780-4781

PDC120003 Notice of Public Hearing

Jackson's City Planning Commission will hold a public hearing on a rezoning request (as provided for in Sec. 28-183 of the City's Zoning Ordinance).

The request was made by:

Oblates of St. Francis De Sales
1512 W. Washington Street
Jackson, MI 49203

Immanuel Lutheran Church
1505 W. Michigan Avenue
Jackson, MI 49203

The location of the properties is:

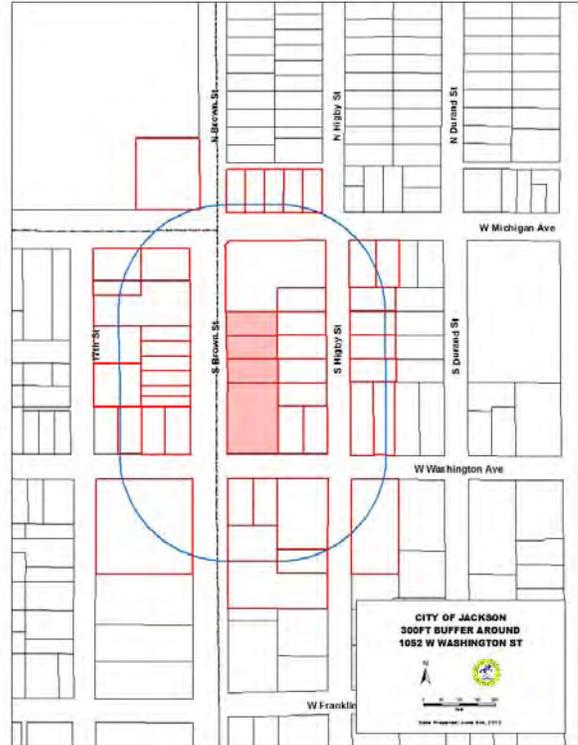
1512 W. Washington Ave. (ID# 3-068300000)
115 S. Brown St. (ID# 3-067800000)
117 S. Brown St. (ID# 3-067900000)
S. Brown St. (ID# 3-068200000)

The Rezoning Request:

To rezone the properties from R-1 (one-family residential) to R-6 (Residential and low-intensity office district).

The Effect of the Rezoning Request:

The properties, as listed above, are currently zoned R-1. Rezoning the properties from R-1 to R-6 would allow them to be used for residential and low-intensity office. The R-6 district is designed to maintain low intensity uses in those areas of the city where changing traffic volumes and patterns can generate more intensive land uses. This district encourages a mixture of low intensity residential uses and administrative or professional office uses that generate little pedestrian or automobile traffic. It is specifically intended to prohibit commercial establishments of a retail nature.



You are invited to attend the public hearings before the
City Planning Commission and City Council to be held on:

Planning Commission – Wednesday, July 11, 2012 at 6:30 pm

City Council – Tuesday, July 17, 2012 at 7:00 pm

The meetings will be held in the

**City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue**

You received this notice because you own property or reside within the general area of the properties listed above. **You are not required to attend the public hearing or respond to this notice.** However, if you are interested in this request, please attend the hearing and/or contact Barry Hicks at (517) 768-6433 or bhicks@cityofjackson.org. Written comments can also be sent to his office, which is located at 161 W. Michigan Avenue, Jackson, MI 49201.

By: Barry Hicks, AICP
Planning Director



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

CITY COUNCIL MEETING

July 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Laurence Shaffer, City Manager

DATE: July 10, 2012

SUBJECT: Budget Amendment – Human Relations Commission Challenge Day

MOTION: Consideration of a resolution amending the FY 2011-12 Budget increasing the Human Relations Commission budget \$10,000.00 for additional Challenge Day revenues and the associated expenditures.

The Human Relations Commission has collected donations from the Jackson community to be used for a program called Challenge Day. Challenge Day is a collaborative effort by the Jackson County Chamber of Commerce, the Jackson County Intermediate School District, and the Human Relations Commission to bring awareness of conflicts and bullying, and peaceful resolution of middle school aged children in the Jackson community. Throughout the year the Challenge Day Committee has collected donations to use towards this project. No General Funds are used. This budget amendment is to eliminate the budget variance of excess anticipated donations received as well as excess expenses which were anticipated when creating the budget for FY 2011-12. With the elimination of the 2012-13 HRC budget, the Challenge Day funds will now be collected and expended through the Jackson County Intermediate School District. Your consideration and approval of this budget amendment is appreciated.

LS:skh

Attachment

RESOLUTION

BY THE CITY COUNCIL :

WHEREAS, the Human Relations Commission has received donations in excess of the amount budgeted for 2011/12, and

WHEREAS, these additional donations have been utilized for Challenge Day expenditures that are also in excess of the amount that was budgeted for 2011/12 , and

WHEREAS, amending the budget for these additional revenues and the associated Challenge Day expenditures will eliminate the budget variance that currently exists at June 30, 2012;

NOW, THEREFORE, BE IT RESOLVED, that the 2011/12 Budget be amended as follows:

GENERAL FUND

	<u>Decrease</u>	<u>Increase</u>
REVENUES :		
101-896-000-675.040 Donations-MLK Breakfast/Challenge Day	\$ -	\$ 10,000
	<u>\$ -</u>	<u>\$ 10,000</u>
EXPENDITURES :		
101-896-000-745.016 HRC - Program Supplies-Challenge Day	\$ -	\$ 10,000
	<u>\$ -</u>	<u>\$ 10,000</u>

* * * * *

State of Michigan)
County of Jackson) ss
City of Jackson)

I, Lynn Fessel, City Clerk, in and for the City of Jackson, County and State aforesaid do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 17th day of July, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18th day of July, 2012.

City Clerk



Neighborhood & Economic Operations

Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Fax (517) 780-4781

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING

July 17, 2012

NEW BUSINESS

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Deputy City Manager

SUBJECT: Resolution to amend the Community Development Block Grant budget for fiscal years 2005/2006, 2008/2009, 2009/2010, 2010/2011, 2011/2012 and 2012/2013

MOTION

Request to approve the resolution to amend the Community Development Block Grant budget for fiscal years 2005/2006 (Year 31), 2008/2009 (Year 34), 2009/2010 (Year 35), 2010/2011 (Year 36), 2011/2012 (Year 37) and 2012/2013 (Year 38) to reallocate various unspent funds to the residential demolition activity to be utilized for demolition of CDBG-eligible properties.

Prior year funds remain open for several Community Development Block Grant (CDBG) activities. Expenditures for these activities are complete or will not be utilized (see list below) and should be reallocated to the current fiscal year for use by an eligible activity.

City Council previously approved funds for fiscal year 2012/2013 in the amount of \$225,952 to be utilized for residential demolition of approximately 20 properties. These demolitions are intended for blighted properties in CDBG-eligible areas to stabilize neighborhoods and increase economic opportunities.

Neighborhood & Economic Operations staff request to reallocate the unexpended funds to the demolition activity to further the goals of the Jackson Overall Economic Stabilization Program. The amount of funds available to reallocate is \$268,972, bringing the total amount of CDBG funds available for demolition to \$494,924, and will support an estimated 24 additional demolitions.

CDBG regulations limit the amount expended on demolition activities to 30% of annual expenditures, currently approximately \$475,000. Any funds remaining at the end of the fiscal year will be carried over and utilized for this activity in the following year.

Funds to reallocate:

CDBG Activity	Status of Remaining Funds	Amount to Reallocate
New Neighbor Program	Activity complete	\$3,729
Citywide Rehabilitation	Other funding source available to continue activity	\$221,123
DDA – Façade	Activity complete	\$12,974
Cleanup	Funds not utilized	\$10,000
JPD Equipment	Activity complete	\$146
Denied Loans	Sufficient funds available to continue activity	\$1,000
Job Creation Initiative	Sufficient funds available to continue activity	\$20,000

City of Jackson, Michigan
 Resolution to Amend the 2005/2006 (Year 31), 2008/2009 (Year 34),
 2009/2010 (Year 35), 2010/2011 (Year 36),
 2011/2012 (Year 37) and 2012/2013 (Year 38) CDBG Budgets

Whereas, the U.S. Department of Housing and Urban Development approved Community Development Block Grant programs for fiscal years 2005/2006 (Year 31), 2008/2009 (Year 34), 2009/2010 (Year 35), 2010/2012 (Year 36), 2011/2012 (Year 37) and 2012/2013 (Year 38); and

Whereas, the City Council previously allocated funds for various eligible Community Development Block Grant services; and

Whereas, the City Council desires to reallocate a portion of these funds to be made available for use by the City for eligible Residential Demolition activities.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby amends the subject budgets as follows:

<u>Account #</u>	<u>Account Description</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Entitlement Year 31 (2005/2006)				
286-723-031-815.097	New Neighbor Program	80,000	76,271	(3,729)
286-743-031-969.038	Contribution to Year 38	0	3,729	3,729
Entitlement Year 34 (2008/2009)				
286-723-034-815.000	Citywide Rehabilitation	58,980	35,884	(23,096)
286-723-034-815.096	DDA – Façade	18,000	5,026	(12,974)
286-743-034-969.038	Contribution to Year 38	0	36,070	36,070
Entitlement Year 35 (2009/2010)				
286-723-035-815.000	Citywide Rehabilitation	88,000	0	(88,000)
286-743-035-969.038	Contribution to Year 38	0	88,000	88,000
Entitlement Year 36 (2010/2011)				
286-723-036-815.000	Citywide Rehabilitation	60,000	0	(60,000)
286-723-036-815.724	Cleanup	10,000	0	(10,000)
286-744-036-986.000	JPD Equipment	7,752	7,606	(146)
286-743-036-969.038	Contribution to Year 38	0	70,146	70,146
Entitlement Year 37 (2011/2012)				
286-720-037-811.000	Denied Loans	1,000	0	(1,000)
286-723-037-815.000	Citywide Rehabilitation	50,027	0	(50,027)
286-738-037-815.090	Job Creation Initiative	20,000	0	(20,000)
286-743-037-969.038	Contribution to Year 38	0	71,027	71,027
Entitlement Year 38 (2012/2013)				
286-000-038-695.031	Contribution from Year 31	0	3,729	3,729
286-000-038-695.034	Contribution from Year 34	0	36,070	36,070
286-000-038-695.035	Contribution from Year 35	0	88,000	88,000
286-000-038-695-036	Contribution from Year 36	0	70,146	70,146
286-000-038-695-037	Contribution from Year 37	0	71,027	71,027
286-746-038-825.249	Neighborhood Econ Stabilization	225,952	494,924	268,972

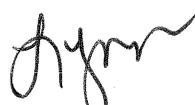


CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance No. 481

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 481
ESTABLISHING COMPENSATION RATES FOR
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
OF THE CITY OF JACKSON.**

Attached please find Ordinance No. 481 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE NO. 481

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES OF THE
CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term “Administrative and Supervisory Employees” shall mean employees and appointive officials of the City of Jackson not covered by a current labor agreement, but excluding the City Manager, Deputy City Manager/Community Development Director, City Attorney, City Clerk and City Assessor.

Section 2: As of July 1, 2012, Administrative and Supervisory Employees shall be compensated on the basis of the annual salary rates shown on the attached “Schedule I, Administrative and Supervisory Employees Pay Rates,” according to the employee’s appropriate step rate within the Class Grade assigned the individual’s classification title under the Personnel Policy.

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2012. Employees whose wages are “red-circled” in accordance with Article XI – Compensation, Section XI-1 Salary Schedules of the Personnel Policy shall not receive annual increases granted by City Council ordinances for compensation to employees.

Section 4: Repeal. Ordinance 475 is hereby repealed as of July 1, 2012.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

Adopted:

APPENDIX A-1

**SCHEDULE I
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
PAY RATES**

EFFECTIVE JULY 1, 2012 - 2.0%

Class Grade	Pay Basis	Minimum										Maximum Step 10
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
4	Annual	31,042	31,570	32,096	33,183	34,311	35,476	36,680	37,923	39,212	40,540	41,918
	Bi-Wkly	1,193.92	1,214.22	1,234.47	1,276.29	1,319.67	1,364.46	1,410.77	1,458.58	1,508.14	1,559.21	1,612.22
	Hourly	14.9240	15.1777	15.4308	15.9536	16.4958	17.0558	17.6346	18.2323	18.8518	19.4902	20.1528
5	Annual	32,820	33,379	33,936	35,082	36,268	37,498	38,765	40,081	41,437	42,838	44,290
	Bi-Wkly	1,262.32	1,283.79	1,305.22	1,349.31	1,394.91	1,442.25	1,490.96	1,541.56	1,593.72	1,647.62	1,703.46
	Hourly	15.7789	16.0474	16.3153	16.8664	17.4363	18.0281	18.6370	19.2695	19.9215	20.5953	21.2933
6	Annual	34,601	35,185	35,771	36,979	38,229	39,520	40,857	42,236	43,663	45,137	46,662
	Bi-Wkly	1,330.81	1,353.27	1,375.79	1,422.28	1,470.33	1,519.99	1,571.44	1,624.45	1,679.34	1,736.03	1,794.70
	Hourly	16.6351	16.9159	17.1974	17.7785	18.3792	18.9999	19.6430	20.3056	20.9918	21.7004	22.4338
7	Annual	36,578	37,200	37,822	39,111	40,441	41,818	43,238	44,712	46,229	47,804	49,432
	Bi-Wkly	1,406.85	1,430.78	1,454.71	1,504.27	1,555.44	1,608.40	1,663.01	1,719.70	1,778.04	1,838.60	1,901.24
	Hourly	17.5856	17.8847	18.1839	18.8034	19.4430	20.1050	20.7876	21.4963	22.2255	22.9825	23.7655
8	Annual	38,751	39,413	40,073	41,439	42,854	44,313	45,822	47,385	48,999	50,668	52,400
	Bi-Wkly	1,490.44	1,515.88	1,541.28	1,593.81	1,648.24	1,704.36	1,762.37	1,822.51	1,884.58	1,948.77	2,015.37
	Hourly	18.6305	18.9485	19.2660	19.9227	20.6030	21.3045	22.0296	22.7813	23.5572	24.3596	25.1922
9	Annual	40,139	40,902	41,665	43,249	44,891	46,597	48,367	50,211	52,115	54,096	56,154
	Bi-Wkly	1,543.83	1,573.14	1,602.50	1,663.44	1,726.59	1,792.20	1,860.27	1,931.21	2,004.42	2,080.60	2,159.76
	Hourly	19.2978	19.6642	20.0312	20.7930	21.5824	22.4025	23.2533	24.1401	25.0553	26.0076	26.9970
10	Annual	42,907	43,724	44,542	46,243	48,011	49,840	51,746	53,720	55,770	57,899	60,108
	Bi-Wkly	1,650.27	1,681.70	1,713.14	1,778.56	1,846.58	1,916.91	1,990.21	2,066.16	2,144.99	2,226.88	2,311.85
	Hourly	20.6283	21.0213	21.4142	22.2320	23.0822	23.9614	24.8777	25.8270	26.8124	27.8360	28.8981
11	Annual	45,674	46,541	47,407	49,209	51,073	53,012	55,025	57,111	59,278	61,530	63,865
	Bi-Wkly	1,756.71	1,790.03	1,823.36	1,892.65	1,964.35	2,038.93	2,116.34	2,196.58	2,279.94	2,366.55	2,456.33
	Hourly	21.9588	22.3754	22.7919	23.6581	24.5543	25.4866	26.4542	27.4572	28.4992	29.5819	30.7041
12	Annual	48,642	49,564	50,485	52,403	54,393	56,454	58,600	60,823	63,134	65,531	68,020
	Bi-Wkly	1,870.84	1,906.29	1,941.74	2,015.51	2,092.03	2,171.33	2,253.84	2,339.36	2,428.25	2,520.43	2,616.16
	Hourly	23.3855	23.8286	24.2717	25.1939	26.1503	27.1416	28.1729	29.2421	30.3531	31.5054	32.7019
13	Annual	51,801	52,791	53,780	55,834	57,960	60,176	62,469	64,854	67,328	69,899	72,563
	Bi-Wkly	1,992.34	2,030.43	2,068.47	2,147.44	2,229.24	2,314.44	2,402.66	2,494.38	2,589.53	2,688.42	2,790.90
	Hourly	24.9042	25.3804	25.8559	26.8430	27.8655	28.9305	30.0333	31.1797	32.3692	33.6053	34.8862

SCHEDULE I (CONTD)
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
PAY RATES

EFFECTIVE JULY 1, 2012 - 2.0% (Contd)

Class Grade	Pay Basis	Minimum										Maximum
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
14	Annual	54,968	56,013	57,057	59,229	61,481	63,820	66,242	68,767	71,383	74,096	76,914
	Bi-Wkly	2,114.17	2,154.33	2,194.50	2,278.05	2,364.66	2,454.63	2,547.76	2,644.90	2,745.49	2,849.85	2,958.23
	Hourly	26.4271	26.9292	27.4313	28.4756	29.5583	30.6829	31.8470	33.0613	34.3186	35.6231	36.9778
15	Annual	57,935	59,034	60,134	62,424	64,797	67,264	69,822	72,479	75,236	78,097	81,069
	Bi-Wkly	2,228.25	2,270.54	2,312.84	2,400.92	2,492.20	2,587.08	2,685.45	2,787.64	2,893.70	3,003.73	3,118.05
	Hourly	27.8531	28.3818	28.9105	30.0114	31.1526	32.3385	33.5681	34.8455	36.1713	37.5466	38.9756
16	Annual	60,900	62,058	63,217	65,622	68,118	70,710	73,395	76,187	79,089	82,097	85,219
	Bi-Wkly	2,342.29	2,386.85	2,431.41	2,523.92	2,619.93	2,719.62	2,822.90	2,930.28	3,041.87	3,157.56	3,277.64
	Hourly	29.2786	29.8356	30.3926	31.5490	32.7491	33.9953	35.2862	36.6285	38.0234	39.4695	40.9705
17	Annual	63,865	65,080	66,293	68,817	71,429	74,153	76,970	79,902	82,942	86,096	89,369
	Bi-Wkly	2,456.33	2,503.06	2,549.74	2,646.79	2,747.28	2,852.02	2,960.40	3,073.16	3,190.08	3,311.39	3,437.28
	Hourly	30.7041	31.2883	31.8718	33.0849	34.3410	35.6503	37.0050	38.4145	39.8760	41.3924	42.9660
18	Annual	67,030	68,308	69,587	72,245	75,003	77,867	80,842	83,930	87,138	90,465	93,920
	Bi-Wkly	2,578.06	2,627.25	2,676.43	2,778.67	2,884.73	2,994.90	3,109.32	3,228.08	3,351.46	3,479.43	3,612.30
	Hourly	32.2258	32.8406	33.4554	34.7334	36.0592	37.4363	38.8665	40.3510	41.8933	43.4929	45.1538
19	Annual	70,786	72,131	73,476	76,272	79,177	82,189	85,316	88,563	91,932	95,427	99,058
	Bi-Wkly	2,722.55	2,774.28	2,826.01	2,933.54	3,045.27	3,161.10	3,281.37	3,406.27	3,535.83	3,670.26	3,809.93
	Hourly	34.0319	34.6785	35.3252	36.6693	38.0658	39.5137	41.0171	42.5783	44.1979	45.8783	47.6242
20	Annual	74,543	75,965	77,388	80,337	83,399	86,580	89,882	93,310	96,869	100,560	104,398
	Bi-Wkly	2,867.03	2,921.74	2,976.45	3,089.87	3,207.64	3,329.99	3,457.01	3,588.84	3,725.73	3,867.71	4,015.31
	Hourly	35.8379	36.5217	37.2056	38.6234	40.0955	41.6248	43.2126	44.8605	46.5716	48.3464	50.1914
21	Annual	78,298	79,784	81,272	84,366	87,569	90,900	94,353	97,942	101,666	105,531	109,541
	Bi-Wkly	3,011.47	3,068.63	3,125.84	3,244.84	3,368.03	3,496.14	3,628.96	3,766.98	3,910.24	4,058.88	4,213.13
	Hourly	37.6434	38.3579	39.0730	40.5604	42.1004	43.7017	45.3620	47.0873	48.8780	50.7360	52.6641

A. **The City Manager, City Attorney, City Clerk, and City Assessor shall be compensated under separate contracts with the City Council.**



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance No. 482

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 482
ESTABLISHING COMPENSATION RATES FOR CERTAIN
NON-UNION EMPLOYEES OF THE CITY OF JACKSON.**

Attached please find Ordinance No. 482 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE NO. 482

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR CERTAIN
NON-UNION EMPLOYEES OF THE CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term “Non-Union Employees” shall mean Community Service Officers in the City of Jackson Police Department.

Section 2: As of July 1, 2012, the Non-Union Employees, i.e., Community Service Officers in the City of Jackson Police Department, shall be compensated on the basis of the annual salary rates shown on the attached “Schedule I-C, Community Service Officers Pay Rates.”

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2012. Employees whose wages are “red-circled” in accordance with Article XI – Compensation, Section XI-1 Salary Schedules of the Personnel Policy shall not receive annual increases granted by City Council ordinances for compensation to employees.

Section 4: Repeal. Ordinance 477 is hereby repealed as of July 1, 2012.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

Adopted:

SCHEDULE I-C
COMMUNITY SERVICE OFFICERS
PAY RATES

EFFECTIVE JULY 1, 2012 - 2.0%

	First Year	Second Year	Third Year
Annual (80 hr schedule)	20,662	21,810	22,958
Bi-Weekly	794.69	838.85	883.01
Hourly	9.9336	10.4856	11.0376

Adopted:



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk *Lynn*

SUBJECT: Final Adoption of Ordinance No. 483

MOTION: FINAL ADOPTION OF ORDINANCE NO. 483, WHICH REPEALS ORDINANCE NO. 458 REGARDING HEALTH CARE BENEFITS FOR CERTAIN EMPLOYEES OF THE CITY OF JACKSON.

Attached please find Ordinance No. 483 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE NO. 483

An Ordinance to repeal Ordinance No. 458 regarding healthcare benefits for certain employees of the City of Jackson

WHEREAS, the City Council desires to repeal Ordinance No. 458 adopted October 22, 2002, which addresses certain city employees who are eligible for health care benefits upon employment termination.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Ordinance No. 458 of the City of Jackson is hereby repealed in its entirety.

Section 2. Effective Date

This Ordinance takes effect thirty (30) days from the date of adoption.

ADOPTED:



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance No. 484

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 484
ESTABLISHING COMPENSATION RATES FOR CERTAIN
APPOINTED OFFICIALS, THE CITY ASSESSOR, OF THE
CITY OF JACKSON.**

Attached please find Ordinance No. 484 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE NO. 484

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR CERTAIN
APPOINTED OFFICIALS OF THE CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term “Administrative and Supervisory Employees” shall mean the City Assessor of the City of Jackson.

Section 2: As of July 1, 2012, the Administrative and Supervisory Employee shall be compensated on the basis of the annual salary rates shown on the attached “Schedule II, Administrative and Supervisory Employees City Assessor Pay Rates,” according to the employee’s appropriate step rate within the Class Grade assigned the individual’s classification title under the Personnel Policy.

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2012. Employees whose wages are “red-circled” in accordance with Article XI – Compensation, Section XI-1 Salary Schedules of the Personnel Policy shall not receive annual increases granted by City Council ordinances for compensation to employees.

Section 4: Repeal. Ordinance 476 is hereby repealed as of July 1, 2012.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

Adopted:

SCHEDULE II
 ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
 CITY ASSESSOR
 PAY RATES

EFFECTIVE JULY 1, 2012 - 2.0%

Class Grade	Pay Basis	Minimum									Maximum Step 10
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
City	Annual	63,658	66,088	68,606	71,222	73,938	76,758	79,685	82,726	85,879	89,156
Assessor	Bi-Wkly	2,448.38	2,541.85	2,638.70	2,739.32	2,843.77	2,952.23	3,064.80	3,181.78	3,303.05	3,429.08
	Hourly	30.6048	31.7731	32.9838	34.2415	35.5472	36.9028	38.3100	39.7723	41.2881	42.8635

DRAFT 6.2012



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.16

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 2012.16
AMENDING CHAPTER 28, CITY CODE, BY REPEALING
THOSE SECTIONS PERTAINING TO PLANNED UNIT
RESIDENTIAL DEVELOPMENT DISTRICTS;
TRANSFERRING SECTIONS FROM ARTICLE IV TO
ARTICLE III; REORGANIZING THE REMAINING
SECTIONS WHICH CURRENTLY COMPRISE ARTICLE
IV INTO TWO NEW ARTICLES; AND RENUMBERING
THE SUBSEQUENT ARTICLES IN THE ORDINANCE.**

Attached please find Ordinance No. 2012.16 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE 2012. 16

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan, by repealing those sections pertaining to planned unit residential development districts; transferring Sections from Article IV to Article III; reorganizing the remaining Sections which currently comprise Article IV into two new Articles; and renumbering the subsequent Articles in the Ordinance.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

To reorganize the Zoning Ordinance in preparation for planned revisions to the standards and procedures contained therein; to repeal certain Sections; and to authorize the publication of Chapter 28 (Zoning) separately from the Code of Ordinances.

Section 2. That Chapter 28 (Zoning) of the City Code be published separately while remaining legally part of the Code of Ordinances, City of Jackson, Michigan, in order to facilitate the display of the tables and figures contained therein as intended and to allow for the immediate release of future amendments to the Chapter once they have been adopted by City Council.

Section 3. That Article IV of Chapter 28 (Zoning) of the Code of Ordinances, City of Jackson, Michigan, be amended by repealing the following sections which pertain to planned unit residential development (PURD):

Sec. 28-137. - Planned unit residential development—Generally.

Sec. 28-138. - Same—Regulations.

Sec. 28-139. - Same—Project design standards.

Sec. 28-140. - Same—Procedure for review and approval.

Sec. 28-141. - Same—Applications.

Sec. 28-142. - Same—Conditions.

Sec. 28-143. - Same—Phasing and commencement of construction.

Sec. 28-144. - Same—Effect of approval.

Sec. 28-145. - Same—Fees.

Section 4. That Article III of Chapter 28 (Zoning) of the Code of Ordinances, City of Jackson, Michigan, be amended by transferring the following sections currently located in Article IV:

ARTICLE III. - ZONING DISTRICT REGULATIONS

...

Sec. 28-87. - Use by right on a lot [originally Sec. 28-131].

Sec. 28-88. - Required area or space cannot be shared [originally Sec. 28-133].

Sec. 28-89. - Exemption of essential services [originally Sec. 28-134].

Secs. 28-90 – 28-99. – Reserved.

Section 5. That Article IV of Chapter 28 (Zoning) of the Code of Ordinances, City of Jackson, Michigan, be repealed and the Sections contained therein be reorganized into two new Articles as follows:

ARTICLE IV. - SITE AND BUILDING DESIGN STANDARDS

Sec. 28-100. - Off-street parking *and loading* requirements [originally Sec. 28-106].

Sec. 28-100 (h). - Off-street loading requirements [originally Sec. 28-108].

Secs. 28-101 – 28-104. – Reserved.

Sec. 28-105. - Landscaping and screening requirements [originally Sec. 28-117].

Secs. 28-106 – 28-109. – Reserved.

Sec. 28-110. - Environmental protection standards.

Sec. 28-110 (a). - Limitations on external effects of uses [originally Sec. 28-130].

Sec. 28-110 (b). - Screening of trash storage areas [originally Sec. 28-130.1].

Secs. 28-111 – 28-114. – Reserved.

Sec. 28-115. - Building design standards [originally Sec. 28-159].

Secs. 28-116 – 28-119. – Reserved.

Sec. 28-120. - Accessory structures [originally Sec. 28-132].

Secs. 28-121 – 28-124. – Reserved.

Sec. 28-125. - Fence height and construction [originally Sec. 28-135].

Secs. 28-126 – 28-129. – Reserved.

ARTICLE V - DEVELOPMENT APPROVAL PROCEDURES

Sec. 28-130. – Nonconforming lots, buildings, structures, and uses of buildings, structures and land [originally Sec. 28-121].

Secs. 28-131 – 28-134. – Reserved.

Sec. 28-135. - Site plan review procedures and requirements [originally Sec. 28-152].

Secs. 28-136 – 28-139. – Reserved.

Sec. 28-140. - Additional development requirements for certain permitted uses [originally Sec. 28-136].

Secs. 28-141 – 28-144. – Reserved.

Sec. 28-145. - Conditional uses [originally Sec. 28-146].

Sec. 28-145 (a). - Conditional uses authorized by the city planning commission [originally Sec. 28-147].

Sec. 28-145 (b). - Standards on which decisions will be based [originally Sec. 28-148].

Sec. 28-145 (c). - Voiding of conditional use permit [originally Sec. 28-149].

Sec. 28-145 (c)(1) [originally Sec. 28-149 (a)]

Sec. 28-145 (c)(1)(a) [originally Sec. 28-149 (a)(1)]

Sec. 28-145 (c)(1)(b) [originally Sec. 28-149 (a)(2)]

Sec. 28-145 (c)(2) [originally Sec. 28-149 (b)]

Sec. 28-145 (d). - Additional development requirements for certain conditional uses [originally Sec. 28-150].

Sec. 28-145 (d)(12). - Off-street lots in residential districts [originally Sec. 28-107].

Sec. 28-145 (e). - Conditional use for functional equivalent family; additional persons [originally Sec. 28-151].

Secs. 28-146 – 28-149. – Reserved.

Sec. 28-150. – Manufactured housing standards.

Sec. 28-150 (a). - Mobile home park regulations [originally Sec. 28-119].

Sec. 28-150 (b). - Procedure for obtaining mobile home park approval [originally Sec. 28-120].

Sec. 28-150 (b)(1) [originally Sec. 28-120 (a)]

Sec. 28-150 (b)(2) [originally Sec. 28-120 (b)]

Sec. 28-150 (b)(3) [originally Sec. 28-120 (c)]

Sec. 28-150 (b)(4) [originally Sec. 28-120 (d)]

Sec. 28-150 (b)(5) [originally Sec. 28-120 (e)]

Sec. 28-150 (b)(6) [originally Sec. 28-120 (f)]

Sec. 28-150 (b)(7) [originally Sec. 28-120 (g)]

Sec. 28-150 (b)(8) [originally Sec. 28-120 (h)]

Sec. 28-150 (b)(9) [originally Sec. 28-120 (i)]

Secs. 28-151 – 28-154. – Reserved.

Sec. 28-155. - Wireless telecommunication facilities [originally Sec. 28-134.1].

Secs. 28-156 – 28-159. – Reserved.

Sec. 28-160. - Planned building group shopping centers—~~Generally~~ [originally Sec. 28-153].

Sec. 28-160 (a). - ~~Same~~—Preliminary development plan [originally Sec. 28-154].

Sec. 28-160 (b). - ~~Same~~—Regulations [originally Sec. 28-155].

Sec. 28-160 (c). - ~~Same~~—Final development plan and hearing [originally Sec. 28-156].

Sec. 28-160 (d). - ~~Same~~—Approval of adjustments [originally Sec. 28-157].

Sec. 28-160 (e). - ~~Same~~—Zoning map designation [originally Sec. 28-158].

Secs. 28-161 – 28-164. – Reserved.

Sec. 28-165. - Performance guarantees for improvements [originally Sec. 28-118].

Secs. 28-166 – 28-180. – Reserved.

Section 6. That the following Articles of Chapter 28 (Zoning) of the Code of Ordinances, City of Jackson, Michigan, be renumbered:

ARTICLE VI. - DISTRICT CHANGES AND AMENDMENTS [originally Art. V]

ARTICLE VII. - ADMINISTRATION AND ENFORCEMENT [originally Art. VI]

ARTICLE VIII. - ZONING BOARD OF APPEALS [originally Art. VII]

ADOPTED:



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.17

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 2012.17
AMENDING CHAPTER 28, CITY CODE, TO REVISE SEC.
28-100, WHICH REGULATES OFF-STREET PARKING
AND LOADING, AND TO ADD ACCESS MANAGEMENT
STANDARDS TO THE SECTION.**

Attached please find Ordinance No. 2012.17 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager



Neighborhood & Economic Operations Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303
Phone (517) 788-4060 • Facsimile (517) 780-4781

CITY COUNCIL MEETING JULY 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Patrick Burtch, Deputy City Manager
Barry Hicks, AICP, Planning Director PFF

DATE: July 12, 2012

SUBJECT: **Proposed Ordinance Amendments to Chapter 28 (Zoning); Off-Street Parking, Loading, and Access Design Standards**

At your June 26, 2012 meeting you held a public hearing and considered an ordinance Amending Chapter 28 (Zoning) of the City of Jackson Code of Ordinances pertaining to Off-Street Parking, Loading, and Access Design Standards. Before your tonight is the same ordinance with the exception that illustrations have been added to clarify some of the language. None of the language in this ordinance has changed since the first reading.

BH

ORDINANCE 2012. ____

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to revise Sec. 28-100, which regulates off-street parking and loading, and to add access management standards to the Section.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To revise the standards for off-street parking and loading and create access design standards which preserve and protect the traditional urban character and form of the City of Jackson, thereby enhancing its economic vitality, aiding in the creation of a pedestrian friendly environment, and protecting property values.

Section 2. That Article IV of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE IV. SITE AND BUILDING DESIGN STANDARDS

Sec. 28-100. Off-street parking, loading, and access design standards.

(a) *General provisions for off-street parking.*

- (1) The regulations of this Article must be met in all districts whenever any uses are established or any building or structure is erected, enlarged, or increased in capacity.
- (2) Plans and specifications showing required off-street parking spaces, including the means of access, ingress, egress, drainage and circulation must be submitted to the Zoning Administrator (or designee) for review on or before the time of application for a building permit for the erection or enlargement of a building or at the time spaces are added or altered, unless a site plan is required under Section 28-135 (site plan review procedures and requirements), in which case this requirement does not apply.
- (3) No parking area or parking space which exists at the time this Section becomes effective, or which subsequently thereto is provided for the purpose of complying with the provisions of this Section, may thereafter be relinquished or reduced in any manner below the requirements established by this Ordinance.
- (4) *Residential parking.*
 - a. One-family residential off-street parking spaces must consist of a parking strip, driveway, garage, or combination thereof, and must be located on the premises they are intended to serve.
 - b. No parking is permitted on lawns or other unpaved areas on residential lots.

- c. Parking areas in a front yard are limited to a drive or driveway and may not exceed thirty five percent (35%) of the front yard area.
- d. Parking in a front yard is prohibited except in an approved driveway which:
 - 1. Must be paved in accordance with Subsection 28-100 (g)(3).
 - 2. Cannot be more than 20-feet wide, extending from the curb cut, unless otherwise approved by the Zoning Administrator (or designee).
- e. Carports and garages will be calculated as parking spaces on a one-to-one basis. Carports must be enclosed or obscured at least 25% along all sides visible from public streets, residential districts or vehicular drives within the site.

(5) *Location.*

- a. The parking of vehicles will not be permitted except in an area that has been designated and improved to provide for such vehicle parking in accordance with the provisions of this Article.
- b. Off-street parking for uses other than one- or two-family dwellings in the R-3, R-4, and R-6 zoning districts must be located only in the side and rear yards and must meet the setbacks of Subsection 28-100 (a)(6). The Zoning Administrator (or designee) or Planning Commission may allow parking in the front yard in consideration of site characteristics such as lot size, configuration, site circulation, number of spaces required, topography, existing structures, parking arrangement on adjacent sites, views, uses across the street and similar features.
- c. Off-street parking for uses other than one- or two-family dwellings in the C-1, C-2, C-3, C-4, I-1, and I-2 zoning districts must meet the setbacks of Subsection 28-100 (a)(6).
- d. Off-street parking for all multiple-family and non-residential uses must be either on the same lot or within lots under the same ownership and control as the lot or use being served, except where provided in Subsection 28-100 (5)(e), below.
- e. Required parking may be provided off-site, on a lot or lots where there is a lease or shared parking agreement to accommodate parking, provided such arrangement is approved by the Zoning Administrator (or designee) or Planning Commission. Any lease or shared parking agreement must include a provision that requires notification to the Zoning Administrator (or designee) of any change in the terms or expiration. The Zoning Administrator (or designee) may allow modifications to parking agreements where parking compliance is achieved in some other manner or the Zoning Board of Appeals grants a variance.

- f. All off-street parking required to meet the requirements of this Section must be within a convenient walking distance of the building entrances, as determined by the Planning Commission, except that valet parking may be provided elsewhere.
 - g. Parking is prohibited in the lawn extensions and/or terraces or on sidewalks within public rights-of-way, on lawn areas or otherwise outside of designated parking spaces.
- (6) *Parking lot setbacks for uses other than one- or two-family dwellings.* Parking lots, including drives and maneuvering aisles, but excluding driveways, must meet the building setback requirement as set forth in the schedule of regulations for that district. The Zoning Administrator (or designee) or Planning Commission may waive this requirement where a shared access driveway, connected parking lots, or rear service drive is provided, or where landscaping or a wall is provided to screen views and headlight glare. Required parking lot setback areas must be landscaped according to the standards of Sec. 28-105.
- (7) *Change in use or intensity.*
- a. Whenever the use of a building or lot is changed, parking facilities must be provided as required by this Section for the new use.
 - b. When an existing use changes employment, operations or activities that may produce parking demand in excess of available spaces, the City will require documentation showing adequate parking is provided or will be expanded to meet the requirements of this Section.
 - c. If any building, structure, or lot is increased through the addition of dwelling units, increased floor area, increased seating capacity, or through other means, additional off-street parking must be provided to bring the use or site into compliance with this Section.
 - d. Any area once designated as required off-street parking must not be altered unless and until equal facilities meeting the standards of this Section are provided elsewhere, or the parking requirements of the site change as determined by the Zoning Administrator (or designee).
 - e. Off-street parking existing at the effective date of this Section, in connection with the operation of an existing building or use, may not be reduced to an amount less than required for a similar new building or new use.
- (8) *Storage and repair.* The use of required parking and loading areas for any other purpose is expressly prohibited.
- (9) *Shared parking.* The shared provision of off-street parking for two (2) or more buildings or uses is permitted where the locational requirements of Subsection 28-100 (a)(5) are met, and a notarized agreement submitted on behalf of all pertinent parties

is approved by the Zoning Administrator (or designee). In such cases, the total number of spaces provided collectively must not be less than the sum of spaces required for each separate use. However, the Zoning Administrator (or designee) or Planning Commission may reduce the total number of spaces by up to 30% if it is determined that the operating hours of the buildings or uses do not overlap.

(10) *Construction parking.* During construction, gravel surfacing may be permitted for such temporary parking as determined by the Zoning Administrator (or designee).

(11) *Deferred parking spaces.*

a. The Zoning Administrator (or designee) or Planning Commission may approve a lesser amount of parking, based upon demonstration by the property owner and applicant (if different) that the required amount of parking is greater than the intended use will generate. In order to meet the parking space requirements of this Section, the area in which the deferred parking would be located must be retained as open space in the event additional parking is required. The site plan must note the area where parking is being deferred, including dimensions and a dotted parking lot layout. Any required landscaping placed within the “banked” parking area must be replaced by the owner/applicant if the parking area is expanded. The owner must agree to construct the additional parking, based on observed use, within six (6) months of being informed of such request by the City.

b. Design of the storm water management facilities for the entire potential parking area (i.e., including the “banked” parking area) must be carried out at the time of the approval of the lesser amount of parking by the Zoning Administrator (or designee) or Planning Commission. Only the construction of storm water management facilities needed to serve the portion of the parking to be built may be required. In such cases, however, the property owner must agree to construct the additional storm water management facilities when the additional parking is constructed. The site plan must note the area where the deferred storm water management facilities will be constructed.

(b) *Rules for calculating required number of parking spaces.*

(1) *Usable floor area and gross floor area.*

a. Where useable floor area (UFA) or gross floor area (GFA), is the unit for determining the required number of off-street parking spaces, determination of the floor area must be based upon a floor plan submitted as part of the site plan review application (see Section 28-5 for definitions).

b. Where the UFA cannot be established at the time of site plan review, it will be considered to be 85% of the gross floor area.

(2) *Bench seating.* In stadiums, sports arenas, churches, and other places of assembly in which those in attendance occupy benches, pews, or similar seating facilities, each

twenty-four (24) inches of such seating will be counted as one (1) seat. In cases where a place of assembly has both fixed seats and an open assembly area(s), requirements will be computed separately for each type and added together.

- (3) *Employees.* For requirements stated in terms of employees, the calculation will be based upon the maximum number of employees likely to be on the premises at one time and may include overlap of employees during shift changes.
- (4) *Capacity.* For requirements stated in terms of capacity or permitted occupancy, the number will be determined on the basis of the largest ratings by the building, fire or health codes of the City, county, or state.
- (5) *Partial spaces.* When the number of required parking spaces results in a partial space, any portion of a space up to and including one-quarter (0.25) will be disregarded and portions of a space over one quarter (0.25) will be counted as one (1) additional required space.
- (6) *Public parking is available.* Where a common municipal parking area is in existence, the off-street parking requirements can be waived or reduced if: (a) sidewalks are provided between the parking area and the use and (b) the parking area is no more than a five hundred (500) foot distance, as measured along the sidewalks from the entrance of the establishment concerned. A notarized letter or memo containing this information must be submitted to the Zoning Administrator (or designee). Any change in tenancy or use will be judged as sufficient cause for review by the Zoning Administrator (or designee) or Planning Commission for the purpose of determining off-street parking requirements.
- (7) *Two or more uses proposed.* The number of parking spaces required for land or buildings used for two or more purposes will be the sum of the requirements for the various uses computed in accordance with this Subsection.

If a parking lot serves two or more uses where the operating hours of the uses do not overlap, the total number of required spaces may be less than the sum of requirements for each use. In no case, however, may the number of spaces required be less than the sum of the largest number of spaces required for one use plus one-half (1/2) of the required spaces for each additional use. A notarized agreement must be submitted to the Zoning Administrator (or designee) which identifies (1) the hours of operation for each use and (2) the use with the largest parking requirement as the primary use. The Zoning Administrator (or designee) will determine the conditions of overlapping requirements and the amount of reductions in the required number of spaces which will be permitted, in accordance with this Subsection.

- (8) *Similar Uses.* Where a use is not specifically listed in the Table of Off-Street Parking Space Requirements, the parking requirements of a similar use will apply. The Zoning Administrator (or designee) will make the interpretation. The Zoning Adminis-

trator (or designee) may also refer to national parking generation studies in determining the required parking calculation.

- (9) *Reduction or modification of required spaces.* The required number of spaces in the tables that follow may be reduced or modified by the Zoning Administrator (or designee) or Planning Commission under the following circumstances:
- a. A shared parking agreement or leased parking is provided as noted in this Section.
 - b. Convenient municipal off-street parking is available to meet peak time parking demands of the use. The City Council may require payment to offset acquisition, construction and maintenance costs.
 - c. The number of required spaces may be reduced in consideration of available curbside spaces within a convenient walking distance, but not those located fronting a residential use.
 - d. Where the applicant has provided a parking study, conducted by a qualified traffic engineer, which demonstrates that another standard based on actual number of employees, expected level of customer traffic or actual counts at a similar establishment would be more appropriate.

(c) *Off-street parking space requirements.*

- (1) *General off-street parking requirements.* The requirements in this Subsection apply to uses outside of the Downtown. Please refer to Subsection 28-100 (c)(2) for the off-street parking requirements which apply in the C-3 district.

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
<i>Dwellings and other residential uses</i>			
One-family dwellings	2.00	4.00	spaces for each dwelling unit
Two-family dwellings	2.00	3.00	spaces for each dwelling unit
Multiple-family dwellings	1.00	1.50	spaces for each dwelling unit; plus
	0.50	0.55	spaces per dwelling unit for visitor parking
Manufactured housing communities	2.00	2.00	spaces per dwelling unit (per the Mich. Admin. Code r. 125.1925); plus
	1.00	1.10	spaces per every 3 dwelling units for visitor parking (per the Mich. Admin. Code r. 125.1926)

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
Buildings converted to dwellings outside of the C-3 District	1.0	1.1	Spaces per dwelling unit
Elderly housing dwelling Units	1.00	1.10	spaces for each 2 dwelling units; plus
	1.00	1.10	spaces per employee on maximum shift
Apartment hotels, dormitories, and fraternity and sorority houses, including work release (halfway) houses	1.00	1.10	spaces per room or resident (whichever is greater)
Rooming and boarding houses	1.00	1.10	spaces per room or resident (whichever is greater)
Adult and child group home facilities	1.00	1.10	spaces for each employee on site at any one time as well as the required spaces for the dwelling
Assisted living facilities, convalescent homes, nursing homes, and children's homes	1.00	1.10	spaces for each 4 beds; plus
	1.00	1.10	spaces for each 2 employees on maximum shift
Bed and breakfast inns	2.00	2.00	spaces for the owner(s) of the bed and breakfast;
	1.00	1.10	spaces for each guest room
<i>Institutional uses</i>			
Adult and child day care facilities	2.00	2.20	spaces; plus
	1.00	1.10	spaces per 8 adults or children of licensed authorized capacity; and
	1.00	1.10	drop-off spaces per 8 adults or children of licensed authorized capacity
Churches, temples and similar places of worship and related establishments	1.00	1.10	spaces for each 4 seats of capacity
Essential public services	1.00	1.10	spaces per 100 square feet of UFA
Hospitals	1.75	2.00	spaces per bed; plus the spaces required per 1,000 square feet of UFA devoted to office, research or other related uses; or the required spaces for outpatient care centers

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
Medical and dental offices and clinics	4.00	4.40	spaces per 1,000 square feet of UFA
Outpatient care centers, urgent care facilities or other similar uses	2.00	2.20	spaces per exam or outpatient procedure/operating room; plus
	1.00	1.10	spaces per room for employee parking
Private clubs and lodge halls	1.00	1.10	spaces for each 3 persons of maximum capacity
Public and quasi-public institutional buildings, structures and uses	0.50	0.75	spaces per 3 seats of permitted capacity with fixed seats (e.g., arenas, auditoriums, and stadiums) ; or
	1.00	1.10	spaces per 300 square feet of UFA without fixed seats (e.g., community centers)
Schools: elementary and middle schools	1.00	1.10	spaces for each employee on maximum shift; plus
	50%	55%	of spaces required for any assembly, auditorium and/or outdoor arena areas; and
	10.00	11.00	pick-up/drop-off spaces as well as any necessary waiting or loading area for buses
Schools: high schools	1.00	1.10	spaces for each employee on maximum shift plus
	1.00	1.10	spaces for each 20 students of capacity; and
	50%	55%	of spaces required for any assembly, auditorium, and/or outdoor arena areas; and
	10.00	11.00	pick-up/drop-off spaces as well as any necessary waiting or loading area for buses
Schools: colleges and business, vocational, and trade schools	1.00	1.10	spaces for each employee plus
	1.00	1.10	spaces for each ten students of capacity; and
	50%	55%	of spaces required for any assembly, auditorium, and/or outdoor arena areas
Libraries, museums, art galleries and centers, and other cultural facilities	1.00	1.10	spaces per 300 square feet of UFA

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
<i>Commercial uses</i>			
Automobile: gasoline stations and repair establishments	1.00	1.10	spaces for each gasoline pump; plus
	2.00	2.20	spaces for each service bay; and
	1.00	1.10	spaces for each employee on maximum shift; and
	1.00	1.10	spaces per 200 square feet of UFA for retail sales; and
	1.00	1.00	spaces per 4 seats for restaurants; and
	5.00	11.00	stacking spaces per drive-through lane
Automobile: new and used dealerships and other types of vehicle dealers (e.g., recreational vehicles, tractors, commercial trucks, etc.)	1.00	1.50	spaces for each 300 square feet of interior sales area in addition to the spaces dedicated for vehicle sales (refer to Sec. 28-115, site design standards); plus
	1.00	1.10	spaces for each service bay; and
	1.00	1.10	spaces for each 2 employees on maximum shift
Automobile: wash establishments (automatic)	1.00	1.10	spaces per employee during peak shift; plus
	12.00	14.00	stacking spaces for the initial car wash bay; and
	5.00	7.00	stacking spaces for each additional car wash bay; or
	6.00	7.00	stacking spaces when accessory to a gas station
Automobile: wash establishments (manual)	2.00	2.20	spaces; plus
	1.00	1.10	spaces per each employee on maximum shift; and
	2.00	2.20	stacking spaces per bay
Automobile: oil change establishments	3.00	3.30	spaces; plus
	2.00	2.20	stacking spaces per service bay
Banquet facilities	1.00	1.10	spaces per 2 persons of capacity authorized by the building code; or
	1.00	1.10	spaces per 300 square feet of UFA (whichever is greater)
Barber shops and beauty salons, including day spas	2.00	2.20	spaces for each chair; plus
	1.00	1.10	spaces for each employee on maximum shift

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
Conference centers, exhibit halls and similar uses	1.00	1.10	spaces per two persons of capacity authorized by the Building Code; or
	10.00	11.00	spaces per 1,000 square feet of UFA, (whichever is greater)
Dry cleaners, jewelry stores, repair shops, and similar uses	5.00	5.55	spaces for the initial 1,000 square feet; plus
	1.00	1.10	spaces for each additional 1,000 square feet; and
	1.00	1.10	spaces per employee on maximum shift
Funeral homes and mortuary establishments	1.00	1.10	spaces for each 50 square feet of UFA in service parlors, chapels and receptions areas; plus
	1.00	1.10	spaces for each fleet vehicle
Furniture, appliance, and household equipment stores	1.00	1.10	spaces for each 1,000 square feet of UFA; plus
	1.00	1.10	spaces for each employee on maximum shift
General Commercial and Retail Sales Establishments	5.00	5.00	spaces; plus
	1.00	1.50	spaces per 1,000 square feet of UFA for stores up to 25,000 square feet of GFA; and
	0.50	1.75	spaces per each additional 1,000 square feet of UFA for stores greater than 25,000 square feet of GFA such as shopping centers, discount stores, club warehouses, home improvements centers and grocery stores; and
	0.00	0.25	spaces per 1,000 square feet of UFA of outdoor display and sales areas
Hotels and motels	1.00	1.10	spaces per guest room; plus
	10.00	11.00	spaces per 1,000 square feet of UFA of lounge, restaurant, conference, banquet rooms or exhibit space (if the majority of the patrons are expected to be hotel/motel guests) or the individual standards
Kennels or boarding areas	5.00	5.50	spaces; plus
	1.00	1.10	spaces per employee on maximum shift

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
Lumberyards/stores	3.00	3.30	spaces per 1,000 square feet of UFA
	0.00	0.25	spaces per 1,000 square feet of UFA of outdoor display and sales areas
Mini-self-storage warehouse	3.00	3.30	spaces; plus
	1.00	1.10	spaces per employee on maximum shift
Restaurants: Bars, taverns, and lounges	10.00	12.00	spaces per 1,000 square feet of UFA; plus
	1.00	1.10	spaces per employee on maximum shift
Restaurants: Fast food, drive-through, and drive-in	15.00	16.50	spaces per 1,000 square feet of UFA, excluding the areas used for food preparation; plus
	5.00	7.00	stacking spaces per lane from the location where orders are placed
	1.00	1.10	spaces per employee on maximum shift
Restaurant: Standard	20.00	25.00	spaces per 1,000 square feet of UFA, excluding the areas used for food preparation; plus
	1.00	1.10	spaces per employee on maximum shift and the spaces required for bars, taverns, or lounges and/or banquet or meeting rooms
Restaurant: Carry-out and open front window	6.00	6.60	spaces; plus
	1.00	1.10	spaces per employee on maximum shift
Restaurant: Coffee, Tea, and 'Wi-Fi' Cafes	1.50	2.00	spaces per 125 square feet of UFA
	1.00	1.10	spaces per employee on maximum shift
Self-Serve Laundry (Laundromat)	1.00	1.10	spaces for each 2 machines
Studios for Photography, Dance, Music, Art and Similar Uses	3.00	3.30	spaces per 1,000 square feet of UFA; plus
	1.00	1.10	spaces per employee
Theaters, cinemas, and auditoriums	1.00	1.10	spaces per three seats

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
Video arcade	1.00	1.10	spaces per 100 square feet of UFA; or
	6.00	6.60	spaces (whichever is greater)
Video rental stores	10.00	11.00	spaces per 1,000 square feet of UFA
Office: General	4.00	10.00	spaces per 1,000 square feet of UFA
Office: Professional	5.00	5.50	spaces per 1,000 square feet of UFA
Banks, credit unions, and similar financial establishments	1.00	1.10	spaces per 200 square feet of UFA; plus
	1.00	1.10	stacking spaces for each drive-up teller and each ATM; and
	4.00	5.00	spaces per employee on maximum shift
Banking centers separate from a financial establishment (including ATM's)	4.00	4.40	parking spaces for walk-up banking centers; or
	4.00	4.40	stacking spaces per lane for drive-through banking centers
Veterinary offices, clinics and hospitals	4.00	4.40	spaces per 1,000 square feet of UFA, plus the required spaces for kennels or boarding areas
Industrial uses			
Light and general manufacturing, research establishments, testing labs and development centers	2.00	5.00	spaces; plus
	1.00	1.10	spaces per employee on maximum shift; and the spaces required for any office or sales area
Utility substations, including wireless telecommunication facilities	2.00	2.00	spaces for each substation
Warehousing establishments	2.00	5.00	spaces; plus
	1.00	1.10	spaces per employee on maximum shift; and
	1.00	1.10	spaces for each vehicle to be stored on the premises

(continued)

Table of General Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
<i>Recreational uses</i>			
Batting cages	3.00	3.30	spaces per batting cage
Bowling alleys	4.00	5.00	spaces for each alley; plus the parking for accessory uses as provided herein
Fitness centers and health clubs	5.00	5.50	spaces per 1,000 square feet of UFA; plus the required parking spaces for swimming pools, courts, restaurants and other uses
Golf driving ranges	1.00	1.10	spaces per 2 tees plus the parking required for other uses on the site
Golf courses (public or private)	6.00	6.60	spaces for each golf hole; plus
	1.00	1.10	spaces for each employee; and the spaces required for each accessory use, such as a restaurant
Miniature golf courses	2.00	2.20	spaces for each golf hole; plus
	1.00	1.10	spaces for each employee; and the spaces required for each accessory use, such as a restaurant
Municipal recreation centers	5.00	8.00	spaces per 1,000 square feet of UFA; plus the spaces required for outdoor courts, field and facilities
Racquetball/Tennis Courts	2.00	3.00	spaces per court
Stadiums, sports arenas, and rolling or ice skating rinks	1.00	1.10	spaces per 3 persons of capacity authorized by the Building Code
Swimming Pools	1.00	1.10	spaces per 3 persons of capacity authorized by the Building Code
Swimming Pool Clubs, Tennis Clubs, and similar uses privately operated	1.00	1.10	spaces for each 2 member families; plus spaces as required for each accessory use, such as restaurant

(2) *Downtown off-street parking requirements.*

- a. The requirements in this Subsection apply to uses in the Downtown, which are reduced requirements in recognition of the opportunities for shared parking and trips in the C-3 District and the proximity to residential areas and public parking areas. Please refer to Subsection 28-100 (c)(1) for the general off-street parking requirements.

Table of Downtown Off-Street Parking Space Requirements

Use	Range of parking spaces		
	Min.	Max.	Measurement
Commercial and retail sales establishments	30%	50%	of the spaces required in the Table of General Off-Street Parking Space Standards
Restaurants: bars, taverns, lounges	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
Restaurants: fast food, excluding drive-through or drive-in	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
Restaurant: standard	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
Restaurant: standard with bars, taverns, lounges	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
Restaurant: carry-out and open front window	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
Restaurant: coffee, tea, and 'Wi-Fi' cafes	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
Personal service establishments and offices	50%	70%	of the spaces required in the Table of General Off-Street Parking Space Standards
New multiple-family dwellings and existing buildings converted to dwellings	0.00	1.00	spaces for each dwelling unit in buildings with 4 units or less
	1.00	1.10	spaces for each dwelling unit in buildings with 5 to 20 units
	0.50	0.55	spaces for each dwelling unit in buildings with 20 units or more

b. If the required spaces above are obtained by participating in the City's meterless parking system, notarized and signed documentation must be provided to the Zoning Administrator (or designee).

(d) *Storage of recreational vehicles and equipment.*

(1) *Recreation vehicles and equipment.* Recreational vehicles and equipment includes, but are not limited to: boats and boat trailers; snowmobiles; trail cycles; all-terrain vehicles; travel trailers; camp trailers; tent trailers; motor homes; utility trailers; floats, rafts and similar equipment; trailers; cases and boxes used for transporting recreational equipment; and all equipment designed to be used for a temporary dwelling for travel, recreation and vacation use or periodical and occasional family recreational and vacation use.

- (2) *Standards in residential districts.* The following standards will apply in all residential districts:
- a. Except as otherwise permitted in this Section, recreational vehicles and equipment greater than eight (8) feet in width, twenty-two (22) feet in length, and seven (7) feet in height cannot be parked or stored on any lot or parcel in any residential district, and/or parcel used for residential purposes, unless all of the following applies:
 1. The lot/parcel is located adjacent to a property zoned for commercial use.
 2. The vehicle/equipment is parked adjacent to the commercial use and behind the rear corner of the home.
 3. The front and side yard setbacks are satisfied.
 - b. Recreational vehicles and equipment eight (8) feet in width, twenty-two (22) feet in length, and seven (7) feet in height or less may be parked and stored in the rear yard, behind the back building line, on any lot or parcel in any residential district, and/or parcel used for residential purposes, providing the following is satisfied:
 1. No less than a five (5) foot side yard setback is maintained.
 2. No less than a ten (10) foot setback is maintained from the adjacent home unless abutting the garage in which case only the five (5) foot side yard setback will apply.
 3. No less than three (3) feet shall be maintained between the on-site home and the vehicle/equipment.
 4. On a corner lot, vehicles and equipment must be stored behind the established front yards as defined in Section 28-5.
 - c. No more than one (1) unit can be parked outside of a garage or similar structure. For purpose of this limitation, a unit will be recreational equipment used in conjunction with other recreational equipment (i.e. a recreational vehicle mounted on a trailer shall be considered one (1) unit).
 - d. For the purposes of loading and unloading, recreational vehicles and equipment may be parked anywhere in a driveway or parking area on a residential premises for a period not to exceed forty-eight (48) hours, for the purposes of loading and unloading. Parking of self-propelled (i.e. motorized) vehicles (as defined in the Motor Vehicle Code) within the public street shall also be acceptable for the same period, contingent upon other on-street parking regulations contained in this Code.

- e. Such equipment cannot be used for living or sleeping purposes when parked or stored on a residential lot, or in any location not approved for such use, other than as follows:
 - 1. The location must be in accordance with the above noted provisions, and can never be within the public right-of-way.
 - 2. Duration cannot exceed two (2) weeks per year.
 - f. Recreational vehicles and equipment cannot be parked or stored on any public right-of-way other than as noted above in Subsection 28-100 (d)(2)(e).
 - g. Stored recreational vehicles must have a current license plate and be registered to an occupant of the dwelling unit on the parcel(s) on which it is stored.
 - h. The following shall apply to all recreation equipment:
 - 1. Unmounted camper enclosures or boats are not permitted in the front or side yard or driveway and must be stored on a paved surface approved by the Zoning Administrator (or designee) and stabilized.
 - 2. Open top utility trailers may not be used to store any material other than recreational equipment.
 - 3. All boats must be covered.
 - 4. Refer to Subsection 28-100 (f) for commercial vehicle parking and storage regulations.
- (3) No recreational vehicles or equipment are allowed in multiple family development or manufactured housing communities.
- (4) *Repairs in residential districts.* Recreational vehicles and equipment may not be stored or parked in residential districts for the purpose of making major repairs (i.e. engine rebuilding, reconditioning of motor vehicles, body work, etc.), refurbishing, or reconstruction of the recreational vehicle or equipment.
- (5) *Non-residential districts.* The storage of recreational vehicles, equipment, and any other motorized or non-motorized (excluding bicycles) in non-residential districts when it is not associated with the business of the property, must provide proper screening (i.e. no less than eight (8) foot evergreens and/or an eight (8) foot high solid fence, as approved by the Zoning Administrator (or designee)) so that it is not visible from the street and abutting residential areas. All such areas must also be maintained in accordance with Article III (grass and noxious weeds) of Chapter 26 (vegetation) of the Code.
- (e) *Repair of vehicles.* The carrying out of repair, restoration and maintenance procedures or projects on vehicles in any residential zoning district, when such work is not conducted entirely within the interior of the vehicle, is subject to the following limitations:

- (1) Procedures exceeding forty-eight (48) hours in duration or which require the vehicle to be immobile or inoperable in excess of forty-eight (48) hours must be carried out within an enclosed building.
 - (2) Inoperable vehicles and vehicle parts must be stored inside an enclosed building.
- (f) *Commercial vehicle parking and storage.*
- (1) Commercial vehicles cannot be considered as an accessory use to a single-family dwelling except as permitted below:
 - a. The vehicle is used as the principal means of transportation for a resident in the conduct of such resident's employment or profession.
 - b. The vehicle cannot be a utility trailer, dump truck, stake truck, flat-bed truck, wrecker or semi-tractor.
 - c. No part of the vehicle may exceed seven (7) feet in overall height, measured from grade.
 - d. The vehicle cannot have outside brackets or holders for ladders, tools, pipes or other similar equipment.
 - e. The vehicle cannot have more than four (4) rear wheels.
 - f. The vehicle cannot exceed twelve thousand (12,000) pounds gross weight.
 - (2) The parking or storage of essential public service vehicles, such as a police vehicle, fire department or vehicle of a public agency where the vehicle is operated by the homeowner or the occupant is exempt from these provisions provided that the vehicle does not exceed the height and weight standards contained in Subsection 28-100 (f)(1).
 - (3) Commercial vehicles which are employed in conjunction with the permitted use of a lot, parcel or any premises must be parked or stored in compliance with the following provisions:
 - a. For sites with a site plan approved subsequent to the effective date of this Subsection, such vehicles must be parked or stored in parking or loading spaces designated for that purpose on the site plan.
 - b. For situations not covered under Subsection 28-100 (f)(3)(a), such vehicles cannot be parked while the commercial establishment is closed to the public or stored in any parking space adjacent to the public right-of-way except when the number of commercial vehicles under control of the owner and/or occupant exceeds the number of available parking spaces.
 - (4) Commercial vehicles intended to be used as signs are prohibited. No commercial vehicle may be parked on a business premises or an industrial lot for a time period ex-

ceeding forty-eight (48) hours for the intended purpose, as determined by the Zoning Administrator (or designee), of advertising a product or serving as a business sign.

- (5) In any multiple-family residential district, the property owner or the controlling authority must provide a designated area, approved by the Planning Commission, to park or store commercial vehicles. Required parking spaces shall not be used for the parking or storage of commercial vehicles and must be hard surfaced, as approved by the Zoning Administrator (or designee).
- (6) The parking or storage of commercial vehicles and/or for residential, office or storage purposes shall not be permitted, except as allowed in Subsection 28-100 (f)(1).

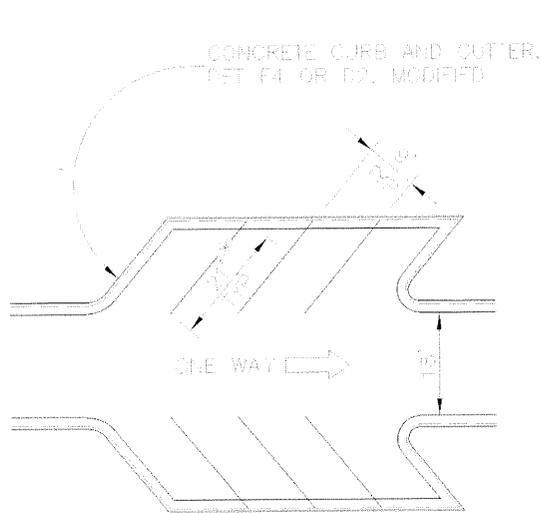
(g) *Off-street parking space layout standards, construction and maintenance.*

Wherever a parking lot is built, such parking lot must be laid out, constructed and maintained in accordance with the following standards:

- (1) *Aisle lane widths, parking space widths and parking space length.* Aisle lane widths, parking space widths and parking space lengths are to be provided as shown in the Table of Off-Street Parking Layout Standards and the Figure of Off-Street Parking Layout Standards, unless otherwise approved by the Zoning Administrator (or designee). All spaces must have adequate access by means of aisles or lanes. Aisles for access to all parking spaces on two-way aisles must be designed and clearly marked for two-way movement. Aisles for angle parking spaces must have one-way movement only and must be clearly marked for one-way movement.

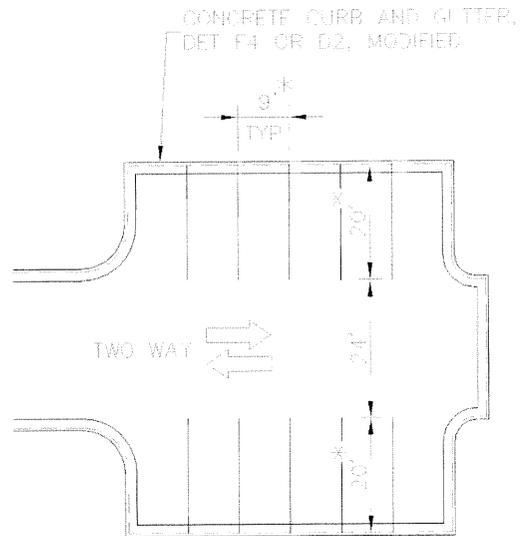
Table of Off-Street Parking Space Layout Standards

Parking Space Angle	Traffic Direction	Aisle Lane Width	Parking Space Width	Parking Space Length
30 to 74 degrees	One-Way	18 feet	9 feet	21 feet
75 to 90 degrees	Two-Way	24 feet	9 feet	20 feet
Parallel	One-Way	12 feet	9 feet with a minimum 4 foot wide maneuvering area between each space	25 feet
	Two-Way	24 feet		



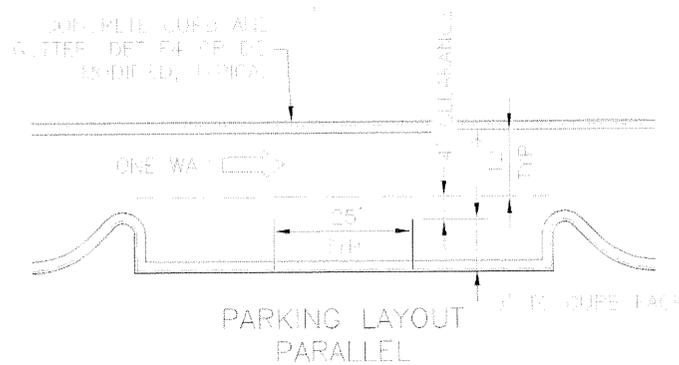
PARKING LAYOUT
30 TO 74 DEGREE

*DIMENSION IS TO FACE OF CURB
FOR PERIMETER PARKING SPACES



PARKING LAYOUT
75 TO 90 DEGREE

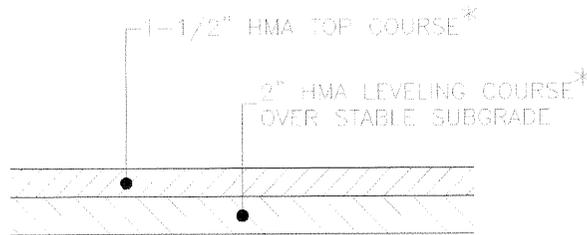
*DIMENSION IS TO FACE OF CURB
FOR PERIMETER PARKING SPACES



PARKING LAYOUT
PARALLEL

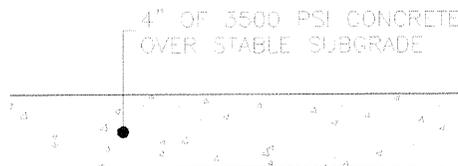
*DIMENSION IS TO CURB FACE

- (2) *Stormwater drainage.* All off-street parking areas must drain into the appropriate facilities for handling stormwater run-off (per the requirements of the Stormwater Utility Ordinance (Sec. 27-180 *et sec*)), and must be directed to prevent direct drainage onto abutting properties, toward buildings, or onto public rights-of-way.
- (3) *Surface treatment.* Surfaces of parking areas or drives must be constructed over an approved and inspected base and maintained in the following manner with concrete or asphalt surfaces and curb and gutters in accordance with City standards. The entire parking lot includes maneuvering lanes and driveways.
 - a. *One-and two-family residential.* The depth of pavement and base must meet one of the following standards, or as otherwise approved by the City Engineer (or designee):
 - 1. Three and a half (3½) inches of asphalt placed in two lifts; or
 - 2. Four (4) inches of concrete.

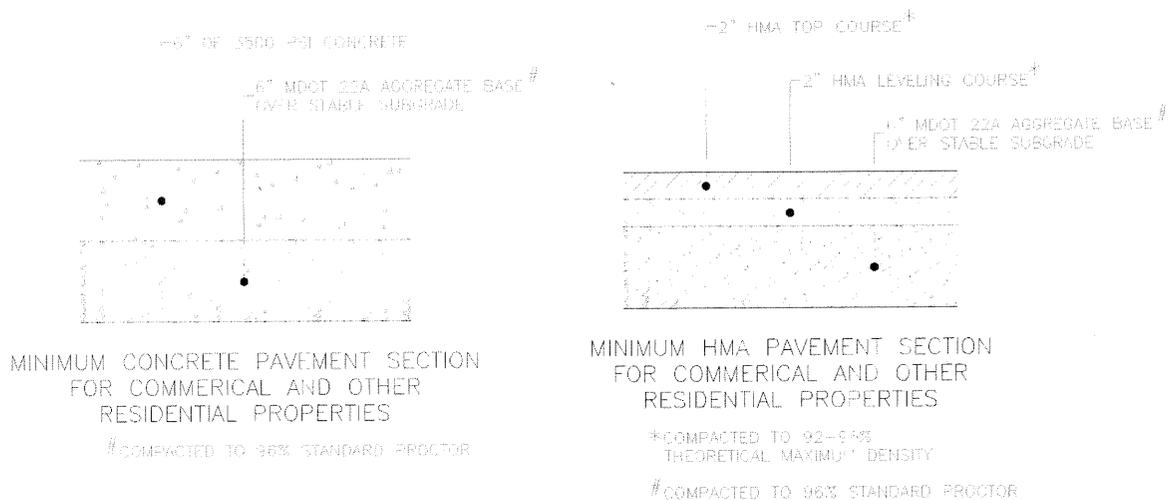


MINIMUM HMA PAVEMENT SECTION FOR 1 & 2 FAMILY PROPERTIES

*COMPACTED TO 92-96% THEORETICAL MAXIMUM DENSITY

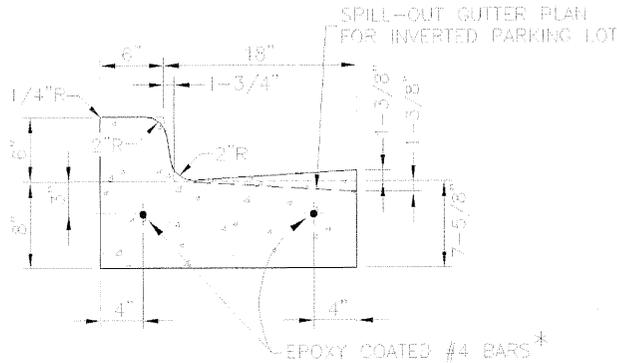


MINIMUM CONCRETE PAVEMENT SECTION FOR 1 & 2 FAMILY PROPERTIES



- b. *Other residential and commercial.* The depth of pavement and base must meet one of the following standards, or as otherwise approved by the City Engineer (or designee):
1. Four (4) inches of asphalt placed in two lifts with six (6) inches of base comprised of MDOT 22a aggregate compacted to 98% proctor for parking spaces and six (6) inches of asphalt placed in two lifts with six (6) inches of base comprised of MDOT 22a aggregate compacted to 98% proctor for maneuvering lanes and loading areas for commercial vehicles; or
 2. Six (6) inches of concrete.
- c. *Industrial.* The depth of pavement and base must meet one of the following standards, or as otherwise approved by the City Engineer (or designee):
1. Four (4) inches of asphalt placed in two lifts with six (6) inches of base comprised of MDOT 22a aggregate compacted to 98% proctor for parking spaces and six (6) inches of asphalt placed in a minimum of two (2) lifts with six (6) inches of base comprised of MDOT 22a aggregate compacted to 98% proctor for maneuvering lanes and loading areas used for commercial and industrial vehicles.
 2. Six (6) inches of concrete with six (6) inches of base comprised of MDOT 22a aggregate compacted to 98% proctor.

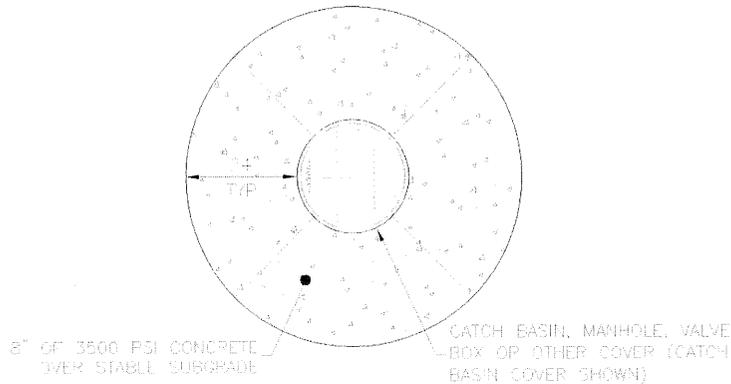
- (4) *Curbs.* A raised or rolled concrete curb and gutter at least six (6) inches in height must be installed (as illustrated in the Figure of Curb and Gutter Standards) with the construction of all driveways, parking lots, access lanes and other vehicle maneuvering areas to prevent motor vehicle conflicts with abutting landscape areas, sidewalks, streets, buildings or adjoining property.



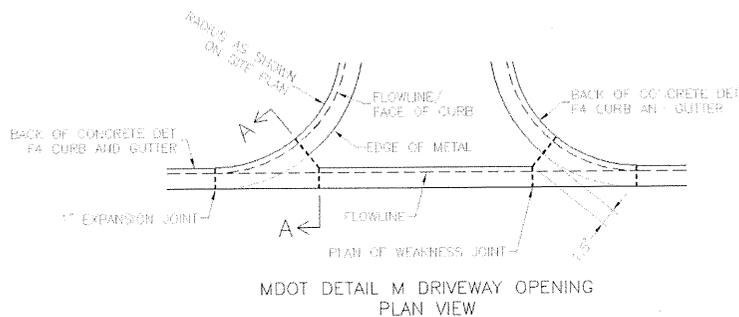
CONCRETE CURB & GUTTER
 DETAIL F4
 NOT TO SCALE
 (1.65 SFT PER LF)

*BARS NOT APPLICABLE OUTSIDE
 OF PUBLIC RIGHT-OF-WAY

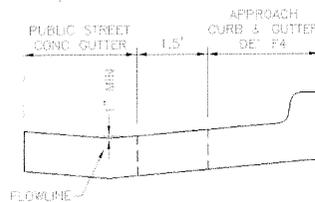
- (5) *Pavement structures.* All catch basins, manhole covers, valve boxes, and similar structures must be encased in eight (8)-inch thick concrete (as illustrated in the Figure of Pavement Structure Standards) with a minimum two (2)-foot diameter outside of the structure, or as approved by the City Engineer (or designee).



- (6) *Maneuvering lanes.* All off-street parking areas that make it necessary or possible for vehicles to back directly into a public street are prohibited provided that this prohibition does not apply to off-street parking areas of one-family or two-family dwellings.
- (7) *Ingress and egress.* Ingress and egress to parking lots must be provided for all vehicles by means of clearly limited and defined drives. One-way driveways must be twelve (12) feet wide and two-way driveways must be twenty-four (24) feet wide to the front building line of a principal structure.



MDOT DETAIL M DRIVEWAY OPENING
PLAN VIEW



MDOT DETAIL M DRIVEWAY OPENING
SECTION A - A

- (8) *Small vehicles.* A limited number of spaces in each parking lot may be provided for parking of smaller vehicles. The number of such spaces must not exceed ten percent (10%) of the required spaces. The spaces must be clearly identified through the use of signs and/or pavement markings as being for small vehicles. Small vehicle parking spaces must be a minimum of seven and a half (7.5) feet wide and a minimum of eight (8) feet long.
- (9) *Overhang of curbs abutting sidewalks or landscape areas.* The required length of a parking space can be reduced by one and a-half (1½) feet if either of the following applies:
 - a. The useable (net) width of the sidewalk is at least five (5) feet, once the one and a half (1½) foot vehicle overhangs are accounted for; or

- b. The landscape area is deep enough to accommodate both the one and a half (1½) foot vehicle overhang and the mature widths of any proposed/required shrubbery.
- (10) *Stacking spaces.* Stacking spaces must be nine (9) feet wide and twenty-five (25) feet long. Stacking spaces must be illustrated on the site plan and must not block drive-ways, parking aisles or circulation around a building or restrict access to waste receptacles and loading areas.
- (11) *Pavement markings.* All parking and loading spaces must be delineated with pavement markings. The visibility of pavement markings delineating parking and loading spaces and directional control must be maintained.
- (12) *Barrier-free parking.*
- a. Off-street parking facilities required for buildings under separate ordinances or zoning laws must be provided in accordance with the provisions of the Americans with Disabilities Act of 1989, as amended.
 - b. In no case may that parking be less than the following:
 - 1. Each reserved parking space must be not less than eight (8) feet wide and adjacent to an access aisle not less than five (5) feet wide.
 - 2. Where a curb exists between a parking lot surface and a sidewalk surface, an inclined approach or a curb cut with a gradient of not more than one (1) foot in twelve (12) feet, a width of not less than four (4) feet, and a six (6) foot taper along the sidewalk must be provided for wheelchair access.
 - c. Parking spaces for the physically handicapped must be located as close as possible to walkways and entrances. There must be a barrier-free route of travel from the parking space to the front entrance of the building. Where possible this route must not cross parking lot maneuvering lanes. Signs must be provided when necessary indicating the direction of travel to an accessible entrance.

Table of Michigan Barrier-Free Parking Requirements

Total Number of Spaces in the Parking Lot	Required Number of Handicap Accessible Spaces
Up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	8
301 to 400	12
Over 400	12; plus 2 for every 250 or fraction thereof over 400

(h) *Off-street loading facilities.*

- (1) *Applicability.* In connection with every building or part thereof hereafter erected, except one- and two-family dwellings, off-street loading and unloading spaces for uses which customarily receive or distribute material or merchandise by vehicles must be provided on the same lot with such buildings. Off-street loading spaces are hereby required in order to avoid interference with public use of streets and parking areas.
- (2) *Required parking.* Loading areas cannot be included in calculations for off-street parking space requirements
- (3) *Review required.* Plans and specifications showing required loading and unloading spaces and the means of ingress and egress and internal circulation must be submitted to the Zoning Administrator (or designee) and any appropriate State or County agency for review at the time of application for a building permit for the erection or enlargement of a use of a building or structure or at the time such spaces are added or altered, except as required in Sec. 28-135 (Site Plan Review Procedures and Requirements), in which case this requirement will not apply.
- (4) *Size of spaces.* The size of all required loading/unloading spaces must be at least ten (10) feet by fifty (50) feet (five hundred (500) square feet) for office uses and at least ten (10) feet by seventy (70) feet (seven hundred (700) square feet) in areas for commercial and industrial uses, with a clearance of at least fourteen (14) feet in height.
- (5) *Number of spaces.* The minimum number of loading spaces in all zoning districts must be provided in accordance with the following table. The Zoning Administrator

(or designee) or Planning Commission may modify these requirements upon making the determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use.

Table of Off-Street Loading Facility Requirements

Usable Floor Area in Square Feet	Loading and Unloading Space Required in Terms of Square Feet of Useable Floor Area
0 - 5,000	None
5,001-20,000	One (1) space
20,001-100,000	One (1) space; plus one (1) additional space for each 20,000 square feet in excess of 20,001 square feet
100,001-500,000	Five (5) spaces; plus one (1) additional space for each 40,000 square feet in excess of 100,001 square feet
500,001-and over	Fifteen (15) spaces; plus one (1) additional space for each 80,000 square feet in excess of 500,001 square feet

- (6) *Location.* Loading spaces must meet the following location requirements:
 - a. Loading spaces must be provided off-street in the rear or side yard behind the front building line of the principal structure and will not be permitted in the front yard or where visible from a street or residential district.
 - b. Loading spaces must meet the parking space setback requirements of subsection 28-100 (a)(6).
 - c. Loading spaces must not be closer than twenty-five (25) feet to any residential district property line, unless otherwise approved by the Zoning Administrator (or designee), upon the installation of additional landscaping and/or a barrier.
 - d. Where the loading space requires an overhead door on the building elevation, the overhead doors cannot be visible from the street.
 - e. In accordance with Section 28-105, the Zoning Administrator (or designee) or Planning Commission has the discretion to require additional screening in order to provide adequate screening of loading areas from abutting properties.
- (7) *Access and Vehicular Movement.* Site Plans must illustrate expected vehicular path and turning radii of loading/unloading vehicles in order to demonstrate there are no conflicts with internal circulation, parking and accessory structures. Off-street loading facilities that make it necessary or possible to back directly into a public street are prohibited. All maneuvering of trucks and other vehicles must take place on the site and not within a public right-of-way.

- (8) *Surface.* Loading dock approaches and loading spaces must be surfaced with asphalt or concrete paving in order to provide a permanent, durable, and dustless surface with a base sufficient to accommodate expected vehicle weight.
- (9) *Storm Water Drainage.* Loading areas must be graded and drained consistent with the storm water drainage standards for parking lots described in Subsection 28-100 (g)(2).
- (10) *Storage and repair.* The storage of merchandise, sale of motor vehicles, storage of inoperable vehicles, or repair of vehicles is prohibited in required loading spaces.
- (11) *Change in use or intensity.*
 - a. Whenever the use of a building or lot is changed, loading facilities must be provided as required by this Section for the new use.
 - b. If any building, structure or lot is increased in floor area or through other means, additional loading must be provided to bring the site into compliance with this Section.
 - c. Any area designated for required loading must not be changed to any other use unless and until equal facilities meeting the standards of this Section are provided elsewhere, or the loading requirements of the site change as determined by the Zoning Administrator (or designee).
 - d. Loading facilities, existing at the effective date of this Section, in connection with the operation of an existing building or use, cannot be reduced to an amount less than required for a similar new building or new use.
 - e. When changes in activity occur that may produce loading demand in excess of available loading facilities, the City will require documentation showing adequate loading facilities will be provided or will be expanded to meet anticipated needs.
- (i) *Site access location and design (access management).* The standards of this Section are intended to preserve the capacity of the street system and to minimize the potential for traffic collisions, in balance with the need to provide reasonable access to properties.
 - (1) *Location in general.* Driveways must be located to minimize interference with the free movement of traffic, to provide adequate sight distance, and to provide the most favorable driveway grade. Driveways (including the radii but not including right turn lanes, passing lanes, and tapers) must be located entirely within the right-of-way frontage, unless otherwise approved by the City and upon written certification from the adjacent property owner agreeing to such encroachment.
 - (2) *Number of driveways.* The number of commercial driveways (not including driveways for two-family dwelling units or unmanned public utility uses) must be the minimum necessary to provide reasonable access for regular traffic and emergency vehicles, while preserving traffic operations and safety along streets.

- (3) *Driveway spacing from an intersection.* Minimum spacing requirements between a proposed driveway and an intersection (either adjacent or on the opposite side of the street) may be set on a case-by-case basis but in no instance may not be less than the distances listed in the Table of Minimum Commercial Driveway Spacing From Street Intersections, unless approved by the Zoning Administrator (or designee) in consultation with the City Engineer (or designee). The following measurements are from the near edge of the proposed driveway (measured at the throat perpendicular to the street) to the near lane edge of the intersecting street or pavement edge for un-curbed sections.

Table of Minimum Commercial Driveway Spacing From Street Intersections

Location of Driveway	Minimum Spacing for a Full Movement Driveway	Minimum Spacing for a Driveway Restricting Left Turns
Along State Trunkline and City Major Streets, intersecting street is a State Trunkline or City Major Streets	250 feet	125 feet
Along State Trunkline and City Major Streets, intersecting street is a Local Street	200 feet	125 feet
Along Local Streets	75 feet	50 feet

- (4) *Minimum spacing between driveways.* Minimum spacing between two commercial driveways is determined based upon posted speed limits along the parcel frontage. The minimum spacing indicated in the Table of Minimum Spacing Between Commercial Driveways are measured from centerline to centerline, and may only be deviated from upon the approval of the Zoning Administrator (or designee) in consultation with the City Engineer (or designee).

Table of Minimum Spacing Between Commercial Driveways

Posted Speed Limit	Minimum Driveway Spacing
25 MPH	130 feet
30 MPH	185 feet
35 MPH	245 feet
40 MPH	300 feet
45 MPH or higher	350 feet

- (5) *Offset.* To reduce left-turn conflicts, commercial driveways must be aligned with driveways or streets on the opposite side of the roadway where possible. If alignment is not possible, driveways should be offset based upon the posted speed limit along the parcel frontage. The minimum spacing indicated below are measured from centerline to centerline.

Table of Minimum Offsets Between Commercial Driveways

Posted Speed Limit	Minimum Driveway Spacing
25 MPH	255 feet
30 MPH	325 feet
35 MPH	425 feet
40 MPH	525 feet
45 MPH or higher	630 feet

- (6) *Modification of standards.* Given the existing built conditions through much of the City, the standards above may be modified by the Zoning Administrator (or designee) or Planning Commission on a case-by-case basis depending upon analysis of existing and expected traffic operations, and restrictions imposed by current development or site conditions. The Zoning Administrator (or designee) or Planning Commission may require preparation by the applicant of a traffic study and/or a review by the City Engineer (or designee) to assist in their decision. In no case, however, can the minimum distance between driveways be less than sixty (60) feet. The Zoning Administrator (or designee) or Planning Commission may require a shared access system as described in Subsection 28-100 (i)(7) (see below).
- (7) *Shared access system.* The Zoning Administrator (or designee) or Planning Commission may require a shared access system where it is determined to have a beneficial impact on traffic operations and safety. This determination will be based on the expected traffic patterns, existing traffic conditions and the feasibility for shared access. This shared access system may involve a shared driveway, connections of parking lots or a drive connecting two or more lots or uses, access from a side street, a shared driveway or service road connecting two or more properties or uses. In such cases a shared access agreement must be provided to the City.
- (8) *Changes in use.* When a use is proposed to change or expand the Zoning Administrator (or designee) or Planning Commission may require the removal or redesign of access points to bring the site closer to conformity with this Section.

Section 3. That Article I of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended by further defining “useable floor area (UFA)” and “gross floor area (GFA)” under the overall definition of “floor area” and defining “stacking space.”

ARTICLE I. IN GENERAL

Sec. 28-5. Definitions.

...

Floor area means total gross area on all floors as measured to the outside surface of exterior walls, excluding crawl spaces, garages, carports, open porches balconies and terraces (see “floor area terminology” diagram following this Section).

- (1) *Useable floor area (UFA)* means that area to be used for sale of merchandise or services, or to serve patrons, clients or customers. Usable floor area must be measured from the interior faces of the exterior walls, and total usable floor area for a building must include the sum of the usable floor for all floors of a building. Floor area used (or intended to be used) principally for incidental services, storage, installations of mechanical equipment, heating systems, sanitary facilities, and similar uses are excluded from the computation.
- (2) *Gross floor area (GFA)* means the sum of all gross horizontal areas of all floors of a building or buildings, measured from the outside dimensions of the outside face of the outside wall. Unenclosed courtyards or patios are not considered to be part of the gross area, except where they are utilized for commercial purposes such as the outdoor sale of merchandise or dining.

...

Stacking space means the average length of a vehicle (i.e., twenty (20) feet), as it applies to the required number of vehicle lengths that must be provided for vehicles cueing per drive-through lane/facility.



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
July 17, 2012

DATE: July 10, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.18

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 2012.18
REVISING CHAPTER 27, SECTIONS 27-184 THROUGH
27-189 OF THE STORM WATER UTILITY, CITY CODE,
ALLOWING FOR 100 PERCENT CREDITS AND NOT
EXEMPTING THE CITY STREETS FROM
CONSIDERATION AS WELL AS SOME OTHER MINOR
GRAMMAR CHANGES.**

Attached please find Ordinance No. 2012.18 approved by the Council at the June 26 meeting. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE 2012.18

An Ordinance to amend Sections 27-184 through 27-189 of Article VI of Chapter 27 (Stormwater Utility) of the City of Jackson Code of Ordinances to allow for 100% credits for stormwater user fees and to eliminate the public road right of way exemptions.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Sections 27-184 through 27-189 of Article VI of Chapter 27 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

Sec. 27-184. Establishment of a Stormwater Utility.

A storm water utility is hereby established by Council under the direction of the Administrator to conduct the storm water management program of the City. The storm water management program shall include those activities necessary to protect public health, safety, and welfare from storm water and fulfill the requirements of the City of Jackson's storm water NPDES discharge permit, and all successor permits, including but not limited to the following activities:

- (1) Planning, engineering, acquisition, construction, operation, maintenance, installation and debt service costs to acquire, construct, finance, operate and maintain a storm water system.
- (2) Administering the storm water management program.
- (3) Acquiring, constructing, improving, enlarging, repairing, enhancing, replacing, financing, operating and maintaining the storm water system, together with such indirect and overhead costs which are fairly chargeable to such activities pursuant to accepted accounting principles and practices applicable to the City.
- (4) Updating a storm water management plan.
- (5) Undertaking activities required in order to comply with federal and state law and regulations related to storm water and permits issued there under.
- (6) Paying drain assessments which are the obligation of the City.
- (7) Providing public education, or information, or outreach related to the storm water management program or required by federal or state regulations, or required by permits issued to the City by federal or state regulatory bodies.

Sec. 27-185. Stormwater management plan.

The Administrator may adopt, amend, or extend a storm water management plan from time to time. Any such adoption, amendment, or extension shall be approved by resolution of the Council.

Sec. 27-186. Stormwater user fee.

- (1) Subject to the provisions of this Article, all owners of property in the City of Jackson shall be charged a storm water user fee for their use of the storm water system. The storm water user fee shall be proportionate to the necessary cost of the storm water management services provided to each property in the City. The basis for storm water user fees shall be computed by the Administrator using the Equivalent Hydraulic Area (EHA) or EHA Units applicable to each property.
- (2) The principal storm water generating characteristic of each property is its representative impervious and pervious area, which shall be used as the basis for the storm water user fee. The storm water user fee shall be used solely to defray the City's cost of conducting fund those elements of the storm water management program whose cost is directly related to the amount of storm water managed as well as the expenses related to billing, collection, customer service, and public involvement and public education activities.
- (3) The representative impervious and pervious areas of a property shall be the measured impervious and pervious areas of the property except for detached single-family homes (up to and including four units) which may be grouped into one or more representative impervious and pervious area rate categories based upon a statistical evaluation of the measured impervious and pervious area of a sample of all properties. Each property within a category shall be billed the same storm water user fee if such statistical similarity is demonstrated. The minimum bill for any non-residential property shall be equal to the lowest category billed to a detached single-family home regardless of the credits applicable to such non-residential property.
- (4) The Administrator may periodically change the representative impervious and pervious area of a property based upon information available to the City and/or provided by a property owner.

Storm water user fees shall be determined and modified, from time to time, so that the total revenues generated by such user fees shall be sufficient to defray the cost of conducting meet the cost of the City's storm water management program. Storm water user fees shall be in addition to any special assessment, single lot assessment or public improvement charge that might be or become due for capital improvements to the storm water system.

Sec. 27-187. Other Charges.

Charges for other services provided by the City shall be on a time and materials basis, including direct and indirect costs, as established by the Administrator. The Administrator may also set charges for the fair share recovery of the cost, including direct and indirect costs, from users for the implementation and operation of any of the following:

- (1) Monitoring, inspection and surveillance procedures.
- (2) Reviewing accidental discharge procedures and construction.
- (3) Storm water discharge permit applications.
- (4) Annual charges for multi-year permits.

- (5) Other charges as the Administrator may deem necessary to carry out the requirements of this Article.

Sec. 27-188. Credits.

- (1) The purpose of this section is to provide for each owner's voluntary control over contributions of storm flows to the storm water system and the related storm water user fees and to advance protection of the public health, safety, and welfare.
- (2) The City shall offer credits that will enable any owner, through voluntary action, to reduce the storm water user fees calculated for that owner's property and will provide a meaningful reduction in the cost of service to the storm water system, or that shall be reasonably related to a benefit to the storm water system:
 - a. Credits will only be applied if certain requirements are met, including, but not limited to: completion of on-going maintenance, guaranteed right-of-entry for inspections, and submittal of certification reports. Credits will be defined as percent (%) reductions applied to the storm water user fee calculation.
 - b. Credits are additive for each credit category. The maximum credit shall not exceed 100% of the storm water user fee calculation.
 - c. As long as the storm water facilities or management practices are functioning as approved, the credit will be applied to the storm water user fee. If the approved practice is not functioning as approved or is terminated, the credit will be cancelled and the storm water user fee will return to the baseline calculation. Once the credit has been cancelled, an owner may not reapply for a credit for a period of 12 months and only then if the deficiency has been corrected, as determined by City inspection.
 - d. Credits will be applied to the next complete billing cycle after the application has been approved.
- (3) The Administrator shall define a method for applying and granting credits, as well as criteria for determining the credits an owner may receive. The Administrator may establish credits for one or more of the following owner actions:
 - Residential Property: Flat Rate 100%
 - Storm Water Quantity: 37.5 to 100%
 - Education: 25%
 - Direct Discharge: Maximum of 100%
- (4) The Administrator shall define criteria for determining additional credits that lands dedicated for public use may receive. Such credits are appropriate because most of the City's drainage system lies within public rights of way, sharing that property with public roads and other public and private utility systems. Public roads and

other surfaces within these rights of way discharge storm water to the storm water system and are subject to storm water user fees like every other property within the City. Lands dedicated for public use are eligible for credits if they provide one or more of the following services to the storm water utility:

- a. Use of the roadway for conveyance and storage of storm water during major storm events that exceed the capacity of the underground storm drainage system.
- b. Use of right-of-way for retrofit of storm water quality control system required under NPDES permits issued to the City.
- c. Access to the storm water system for operation and maintenance activities, restrict traffic on the roadway.
- d. Reduced pavement life when storm water system repairs require open cut excavation of the roadway.
- e. Education provided by storm inlet labeling, stream crossing signage, and other educational signs placed within the right-of-way.

Sec. 27-189. Exemptions.

No public or private property located within the City limits of the City of Jackson shall be exempt from storm water user fees.

Section 2. This Ordinance takes effect thirty (30) days from the date of adoption.



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

CITY COUNCIL MEETING
JULY 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Deputy City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Contract Award Request – Forest Avenue Construction from the West Bend to Edgewood and Homewild Avenue Construction from Ellery Avenue to Edgewood Street

MOTION: CONSIDERATION OF THE REQUEST TO APPROVE THE BID AWARD TO BAILEY EXCAVATING OF JACKSON, MICHIGAN FOR A TOTAL COST OF \$375,637.45 FOR FOREST AND HOMEWILD CDBG STREET RECONSTRUCTION CONTRACT, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENTS(S), IN ACCORDANCE WITH THE PURCHASING AGENT AND THE CITY ENGINEER.

On July 10, 2012, bids were opened in the Purchasing Department for the Forest and Homewild CDBG Street Reconstruction Project. This project will remove and replace the concrete curb and gutter and asphalt pavement on Forest Avenue from the bend to Edgewood and on Homewild Avenue from Ellery to Edgewood. This project will also upgrade the water main on these two streets and do sidewalk repairs where needed. The engineer's estimate for the work is \$416,212.00. Bids were received as follows:

Bailey Excavating, Jackson, MI	\$375,637.45
Concord Excavating, Concord, MI	\$414,586.63
Jule Swartz & Sons Excavating, Jackson, MI	\$467,694.00

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Engineering that the Forest and Homewild CDBG Street Reconstruction contract be awarded to Bailey Excavating, Inc. of Jackson, Michigan, at their low bid of \$375,637.45, and the Mayor and the City Clerk be authorized to sign the contract documents. This project will be paid from Local Street funds (CDBG) and New Water Main Construction funds.

If you have any questions please do not hesitate to contact me.

TRW:sms

C: Randall T. McMunn, P.E., Assistant City Engineer
Troy White, P.E., Civil Engineer III
Lynn Fessel, Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING July 17, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Deputy City Manager

SUBJECT: Request to approve the purchase of four (4) vehicles for the Building Inspection and Housing Code Enforcement

MOTION

Consideration of the request to purchase four (4) 2013 Chevrolet Equinox from Shaheen Chevrolet, Lansing, through the State of Michigan MiDEAL contract in the amount of \$75,500.00, total purchase price, including the title fee, for use by the Building Inspection Department and Housing Code Enforcement.

Neighborhood & Economic Operations has received specifications to purchase four (4) 2013 Chevrolet Equinox (attached) through the State of Michigan MiDEAL contract for \$18,860 each plus \$15 for the title fee. The total purchase price with the title fee is \$75,500.00. The Equinox is a small crossover vehicle and will provide the inspectors additional room to carry the necessary equipment to perform their duties while in the field as well as provide improved gas mileage over current vehicles.

Two vehicles will be for use by the Building Inspection Department and will replace a 2005 and 2009 Ford Taurus. The 2009 Taurus will be transferred to the Housing Code Enforcement Fund and the 2005 Taurus will be sold at auction with the proceeds being returned to the Building Inspection Department to offset the cost of the new vehicles. The estimated value of the 2005 Taurus is \$5,000.

The remaining two new vehicles and 2009 Ford Taurus will be for use by Housing Code Enforcement Officers. The officers will utilize the vehicles for the purpose of enforcing the Non-Owner Occupied Residential Property and Foreclosed, Vacant and Abandoned Residential Property Registries and citywide blight enforcement.

Funding for the purchase of these vehicles will be made available by the Motor Pool fund for fiscal year 2012/2013. Annual payments to the Motor Pool have been budgeted from the Building Inspection and Housing Code Enforcement funds.

Cc: Heather Soat, Accounting Manager
Lucy Schultz, Accounting Manager

632 American Road
Lansing, MI. 48911
PH. 517-272-6500
FAX. 517-272-6563
jtamburino@shaheenchevrolet.com

**SHAHEEN
CHEVROLET
FLEET COMMERCIAL**

Fax

To: Heather Soat- City of Jackson **From:** Joe Tamburino
Fax: 517-780-4781 **Pages:** 2 including cover
Phone: 517-768-6406 **Date:** 7-6-12
Re: 2013 Chevrolet Equinox specs. **cc:**

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

• **Comments:**

2013 Chevrolet Equinox Fleet
\$18,860.00 Contract selling price as per enclosed specs.
\$15.00 Title fee

Prepared By:
 Joe Tamburino
 Shaheen Chevrolet
 632 American
 Lansing, MI 48911
 Phone: (517) 272-6500
 Fax: (517) 272-6563
 Email:
 jtamburino@shaheenchevrolet.com

2013 Fleet/Non-Retail Chevrolet Equinox FWD 4dr LS 1LF26

WINDOW STICKER

2013 Chevrolet Equinox FWD 4dr LS		Interior: - Jet Black
2.4/145 CID Gas/Ethanol I4		Exterior 1: - Silver Ice Metallic
6-Speed Automatic		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
1LF26	2013 Chevrolet Equinox FWD 4dr LS	W/A
OPTIONS		
FE9	EMISSIONS, FEDERAL REQUIREMENTS	W/A
LEA	ENGINE, 2.4L DOHC 4-CYLINDER SIDI (SPARK IGNITION DIRECT INJECTION)	W/A
MX0	TRANSMISSION, 6-SPEED AUTOMATIC WITH OVERDRIVE	W/A
1LS	LS PREFERRED EQUIPMENT GROUP	W/A
GAN	SILVER ICE METALLIC	W/A
—	STANDARD PAINT	W/A
AR9	SEATS, DELUXE FRONT BUCKET	W/A
AFH	JET BLACK, CLOTH SEAT TRIM	W/A
UYE	AUDIO SYSTEM, AM/FM/SIRIUSXM STEREO WITH CD PLAYER AND MP3/WM	W/A
U2J	XM RADIO, DELETE	W/A
UE0	ONSTAR, DELETE	W/A
VQ2	FLEET PROCESSING OPTION	W/A
SUBTOTAL		W/A

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 232.0, Data updated 7/3/2012 12:40:00 PM
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Customer File:



Parks, Recreation and Grounds

161 W. Michigan Avenue • Jackson, MI 49201-1303
(517) 788-4040 • Facsimile (517) 768-5860
www.cityofjackson.org

CITY COUNCIL MEETING
TUESDAY, JULY 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Eric W. Terrian, Superintendent of Ella Sharp Park
SUBJECT: Purchase Toro Sand Pro, Toro Groundsmaster and Toro Pro Force Blower

Consideration of the Request to Approve the Purchase of a Toro Sand Pro, Toro Groundsmaster and Toro Blower from Spartan Distributors of Sparta in the total amount of \$38,267.17 thru the State of Michigan Contract

I would like to request approval to purchase a Toro Sand Pro 3040, Toro Groundsmaster 3280D and a Toro Blower Pro Force. These items listed will replace dated equipment at the Ella Sharp Park Golf Course.

Spartan Distributors of Sparta, Michigan has submitted a quote per the State of Michigan Contract for \$38,267.17. I have attached a copy of the specifications for your review.

The purchasing of the items above has been budgeted for the 2012/2013 Ella Sharp Park Operating Fund (208-691-000-944.661). They will be purchased through the City of Jackson's Motor Pool and Garage Fund per Administration Regulation Number 6. The Motor Pool will charge Ella Sharp Park an annual payment for five years or less to cover this expense.

Please free to call me at 206-2823 if you have any questions regarding this purchase.

EWT:sw



January 27, 2012

487 W Division Street
 PO Box 246
 Sparta, MI 49345
 616.887.7301
 Fax: 616.887.6288

1050 Opdyke Road
 Auburn Hills, MI 48326
 248.373.8800
 Fax: 248.373.8899

Ella Sharp Golf Course
 Attn: Tom McVey
 3225 - 4th St
 Jackson, MI 49203

Dear Tom:

We are pleased to provide a quote on the following equipment:

<p>(1) TORO Sand Pro 3040 (#08703)</p> <ul style="list-style-type: none"> • (1) Manual Blade (40") (#08714) • (1) Tooth Rake (#08751) 	<p>\$ 14,791.533</p>
<p>(1) TORO Groundsmaster 3280-D 2WD (#30344)</p> <ul style="list-style-type: none"> • (1) 52" Side Discharge Deck (#30555) • (1) Mechanical Seat Suspension (#30312) • (1) Millsco Seat (#30398) 	<p>\$ 17,045.25</p>
<p>(1) TORO Pro Force (#44538)</p>	<p>\$ 6,430.39</p>
<p>Equipment Total \$ 38,267.17</p>	

The above TORO prices are based on State Contract #071B0200329
 Spartan Distributors, Inc / State of Michigan

Pricing is firm for 30 days from date of quotation.

DELIVERY: Spring 2012

TERMS: Net 30 Days

Thank you for your interest in our line of equipment. If you have any questions, please feel free to call me at 800-822-2216.

Sincerely,

Bob Most

Bob Most
 Commercial Sales

BM/jgm

Prices are still same as of 7-11-2012 per Bob Most

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: July 10, 2012
TO: Laurence Shaffer, City Manager
FROM: Matthew R. Heins, Chief of Police
SUBJECT: June Manager's Report

Chief Matthew Heins

- Attended:
 - Fireworks Discussion with City Manager
 - SAFER Grant Discussion with City Manager
 - Discussion with City Manager and Personnel Regarding Define Contributions
 - City Affairs Meeting
 - Meeting with Town Bar owner
 - Finance Committee Meeting
 - Discussion of Firearm Purchase
 - POLC-S Negotiations and Meetings (2)
 - IAFF Package Discussion and Negotiations (2)
 - Area Chiefs Meeting
 - Discussion with Mark Blumer
 - Meeting with Frank Weathers and MI-GOAL Representatives
 - Meeting with Patrick Burtch
 - Meeting with Crazy Cowboy owner
 - Discussion with Personnel & Labor Relations regarding POLC-S and POLC-NS negotiations (2)
 - Meeting with Larry Lloyd
 - Meeting Regarding AFG Fire Grant with Community Development
 - Meeting on Hot Air Jubilee with City Manager
- Time Away from Office:
 - 40 hours vacation

Deputy Chief John Holda

- Attended:
 - POLC-S Negotiations (3)
 - EAP Open House

- Act 345 Board Meetings (2)
- Meeting with City Manager on Organizational Structure
- Community Corrections Advisory Board
- Department Head Meeting
- Hybrid Pension Meeting
- Area Chiefs Meeting
- City Council Meeting
- Salvation Army Advisory Board Meeting
- Meeting on Fire Grant Application (AFG)
- Meeting on Warrant Request Process with District Court and City Attorney
- IT:
 - MDC Updates and Maintenance
 - Conducted wireless card inventory
 - MICR Reporting
 - Radio System Maintenance
 - Installed Scanner/Fax in Records

Lt. Christopher Simpson

- Attended:
 - Rose Parade
 - OEM Meeting
 - JNET Board Meeting
 - Meeting to Discuss New Hire Processes and Documentation
 - Training Consortium Meeting
 - Substance Abuse Coalition Meeting
 - Jackson 2020 Community Update Meeting
 - DataMaster/SFST Refresher Training
 - HRC Meeting
 - Officer Candidate Interviews (3 days)
- Projects
 - Permanent Prescription Drug Box
 - Professional Development for Officers
 - Core Training for Newly Hired Officers
 - Follow-Up on Radio Grant through Homeland Security
 - Act as DB Supervisor while Sergeant is off on leave
- Time Away from Office:
 - 16 hours Personal Time

Lt. Elmer Hitt

- Attended:
 - Meeting with Town Bar owner
 - POLC-S Contract Negotiations
 - Meeting with Jackson High School Principal
 - Hot Air Jubilee Sites Committee Meeting
 - John George Home Board Meeting

- Meeting with Crazy Cowboy owner
 - SRT Training
 - CrimeStoppers Board Meeting
- Assisted Springport Police Department with Property Room Audit
- Other Update Information:
 - Assisted in Homicide Investigation
 - Assisted in Citizens Bank Robbery Investigation
 - Scheduled traffic enforcement overtime funded through Jackson Traffic Safety Program. Additional overtime for OWI enforcement will be scheduled.
 - Boogie Down Club has posed no further problems, and it is still condemned.